Abdulrahim Ibrahim

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Summary

Personal statement:
A dedicated, organized, and methodical individual, I have an active and dynamic approach to work and getting things done. I have good interpersonal skills, am an excellent team worker and am keen and very willing to learn and develop new skills.

Experience

Information Technology Consultant
A I CONSULTANCY LIMITED

Jan 2017 - Nov 2019 (2 years 11 months)

Achievements and responsibilities:

• Implemented a change of old-fashioned way of documentation and used the technology areas to save time and cost
• Reorganised the meeting booking process, implementing an online system which all staff can access, such zoom technology, also desktop application where staff can access and post errors so IT staff can resolve it in quicker way
• Provide a safer workplace by cataloguing and dispatching health and safety information and posters for the whole company
• Creating presentations and creating meeting minutes also provide quicker report documentation

Information Technology Supervisor
Savana Consultancy

Mar 2018 - Aug 2018 (6 months)

Achievements and responsibilities:

• Presenting a professional assist to the team members in preparing data with quality
• Managing team needs in the office form Tech side
• Organising office equipment and report damages
• Provide information of work for the team and prepare final report from the assessment

Data Entry Clerk
QRC

Mar 2014 - Dec 2014 (10 months)

Achievements and responsibilities:

• Maintaining and organising database by entering new and updated user and account information and then gather all the document that was collected from the refugee camps
• Prepare source data for entry by compiling and sorting information and establish entry priorities
• Typing all necessary documents and correspondence as required

• Register all the documents after finalizing them into correct forms and copy all the forms into Database

Education

İstanbul Ticaret Üniversitesi
MSc in Computer Engineering, Computer Engineering
2019 - 2021

Simad University
BSc in Computer Science, Computer Science
2014 - 2018

Licenses & Certifications

Turkish Language - İSUDER - İstanbul

Cisco Network Academy IT Essentials - Simad University

Web Developing Full Stack - İSUDER - İstanbul

Linux Fundamentals - Simad University

ILETS General Training Certificate - British Council
Issued Apr 2019 - Expires Apr 2021

Skills

C# • Python (Programming Language) • Laravel • Django • .NET Framework • Communication • Documentation • Java • JavaScript