



IBRAHIM AL-HAJJ

Hadda Al-Madina, Sana'a, Yemen

Date of Birth: 15/05/1989

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OBJECTIVE

A position in a company that allows me to utilize my professional and interpersonal skills with relevant experience and internships that empower my ability to develop my country.

EDUCATION

Batchelor Degree – IUTT /// 2012 – 2013

BSc (Hons.) Business Information Technology (Dean's list) in International University of Technology Twintech (IUTT). Sana'a, Yemen.

English Language – Exceed Language Centre /// 2010 – 2012

English Language Courses at Exceed Language Center. Sana'a, Yemen.

WORK EXPERIENCE

Admin & Secretary – Yemen Global Surveys /// 2021 – Present

Currently full-time working as Administrator and Secretary in Yemen Global Surveys. Sana'a, Yemen.

Cars and Laptops Trading - Freelancer /// 2018 – Present

Purchasing and importing cars and laptops from USA and reselling them in Yemen.

LANGUAGES

Arabic: ██████████

English: ██████████

SKILLS

Technical Skills:

- Efficiently using Microsoft Office Suite.
- Familiar with Excel functions with VBA.
- Diagnose and troubleshoot computer hardware and software.
- Familiar with Operating Systems (Windows and Macintosh).
- Using Photoshop.
- Diagnose, troubleshoot, and configure printers.
- Familiar with SPSS.
- NGOs Tender Processing.

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University Lecturer - IUTT /// 2014 – Present

Working as part time in International University of Technology Twintech (IUTT). Sana'a, Yemen.

IT Officer – Awda Poultry Establishment /// 2015 – 2018

Worked as full time as an IT officer in Awda Poultry Establishment. Sana'a, Yemen.

Helpdesk, Networking, and Servers Trainee - SEPOC /// 2013

Had an internship at Safer Exploration and Production Operation Company (SEPOC) in IT Department (Helpdesk, Networking, and Servers). Sana'a, Yemen.

PCs, laptops, and Printers Technician Trainee – Natco IT /// 2013

Had an internship in Printers and PCs department with Natco IT. Sana'a, Yemen.

Customer Service Representative – Y Telecom /// 2007 – 2008

Presented in a Customer Service Department with (Y) Telecom Company, Al-Mukalla, Yemen.

Personal Skills:

- Communications: Good written and verbal presentation skills. Use proper grammar and have a good speaking voice.
- Interpersonal Skills: Able to get along well with co-workers and accept supervision. Had positive evaluations from former supervisors.
- Flexible: Willing to try new things and interested in improving efficiency as well as challenging on assigned tasks.
- Attention to Details: Concerned with quality. Produce work that is orderly and attractive. Ensure tasks are completed correctly and on time.
- Hardworking: Work independently under pressure and able to effectively manage multi-task to ensure that all projects and duties are completed in a timely manner.