



Abdulla Yameen

Director of Operations

Finac Institute For Developmental Studies
Programmer | Graphics Designer | Networking

📍 M. Anvillu

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About Me

Experience in the field of Information Technology and Digital marketing my field of interest is web development technologies. I have filled government and private sector middle management posts. During this time I have been an important and hard-working member of the team and showed my ability to work under pressure to deliver on company targets. I am looking to bring my skills to professional level as a manager and experienced web developer.

Area of Experties

- Network designing
- Web Designing
- PHP Programming
- Laravel Framework
- Graphic Design
- IT Budget Development
- Staff Training Development
- Leadership
- Multi-tasking
- Project Management
- Strategic Planning

Computer Skills

- Windows Environment
 - Microsoft Office (Word, Excel, PowerPoint, Excel, Microsoft Project, One Note, Access)
 - CorelDraw
 - Adobe Photoshop

Current Job



2021 FINAC Institute for Developmental Studies

2022 **Director of Operations**

- Assisted in the initial set-up of the institute
- Liaise with superior to make decisions for operational activities and set strategic goals
- Plan and monitor the day-to-day running of the business to ensure smooth progress
- Manage procurement processes and coordinate material and resources allocation
- Oversee customer support processes and organize them to enhance customer satisfaction
- Manage relationships/agreements with external partners/vendors
- Design, build and maintain our social media presence
- Evaluate emerging technologies. Provide thought leadership and perspective for adoption where appropriate

Professional Experience



2000 Computer Career Center

2002 **Office Assistant / Assistant Lecturer**

- Assisted in the initial set-up of the center
- Liaise with superior to make decisions for operational activities
- Plan and monitor the day-to-day running of the business to ensure smooth progress
- Oversee customer support processes and organize them to enhance customer satisfaction
- Manage and assist as a lecturer in subsidiary companies of the Computer Career Center in government schools (Purple Chip - Giyaasuddeen School, DotNet - Iskandar School)
- Design, Advertisement for different programs

- Ubuntu-Linux Environment
 - LibreOffice
 - Inkscape
 - Gimp
 - Terminal Commands
- VS Code
- PHP
- Laravel Framework
- JavaScript
- CSS (Bootstrap, Tailwind)
- MySql
- Github
- Virtualization

Committees & Boards

- National Drug Agency
 - Procurement Committee Member
- FINAC Institute for Developmental Studies
 - Academic Committee Member

Seminars & Conferences

- Attended numerous training sessions on voter education and awareness programs conducted in Elections Commission as well as session abroad.
- Conducted Voter Education and Ballot Official Training Programs on numerous occasions.
- Attended as an IT support for the Forum of Elections Management Bodies of South Asia
- Attended a Bridge workshop in Nepal "Training the Facilitator Program".

Awards

- Certificate for Appreciations
 - Elections Commission
 - Presidential Elections 2003
 - Parliamentary Election 2004
 - Public opinion Election 2007



2002 - 2016 Elections Commission Computer Operator / IT Officer / Senior IT Officer

- Giving technical support in IT and management of temporary technical staff during Elections.
- Management of Information Systems and strategic planning of ICT and implementation of different working models in the environment.
- Maintained a Joomla website with content management as well as administration of the website and customization of the template.
- Manage projects in-house as well as outsource tasks.
- Management and administration of Intranet portals which are established in Elections Commission.
- Preparation of requirements for procurement documents for IT-related items and producing research for the preparation of the yearly budget for the Elections Commission.
- Management Experience of E-Government portal as an administrator.
- Coordination and management of internal ICT-related document handling and communications.
- Hands-on experience on in-house IT projects which were conducted requirements gathering and also development experience on small-scale projects.
- Developed an application using SOAP connection which is a web application that takes local citizens' information Department of National Registration to be used in the Elections Commission for Data Verification.
- Experience in network components and management of network servers and storage servers.
- Administered and managed Intranet applications in Elections Commission which are Voters Registration, Elections Management System, and Political Party Registry.
- An experienced photographer in Election Commission on countless occasions.



2002 - 2016 National Drug agency Senior Computer Programmer

- Maintain computer network and computer hardware of all offices which are operated under the National Drug Agency
- Maintain and update the servers and maintain and update the website of the National Drug agency

Reference

Computer Career Centre

Abdulla Waheed

Former Chief Superintendent off Customs
(960) 7908818

Elections Commission

Ahmed Muaz

Director of Information Technology
(960) 7917732

National Drug Agency

Hassan Shaheel

Former CEO of National Drug Agency
(960) 7699313

FINAC Institute For

Developmentatl Studies

Ismail Sajid

Co-Founder
(960) 7576370

- Maintain computer network and computer hardware of all offices which are operated under the National Drug Agency
- Maintain and update the servers and maintain and update the website of the National Drug agency
- Provided technical support for National Drug Agency and fulfilled the role of the network administrator
- Providing technical support for different IT Related Projects which are being established in National Drug Agency
- Provided key information gathering roles, project manager, and technical assistance for Software Development projects which are currently being implemented.
- Provided technical assistance related to NCIT Projects and fulfilled a role as NCIT gems Administrator.
- Procured a Server for Active directory services and Storage for the organization and completed installation and configuration of the system.
- Bring about a considerable change to the organization's previous network structure
- Given recommendations for switch upgrade for all departments because of slow network traffic and the way the network was established.

Education

- ✓ • Primary Education
 - 1986 - 1988 - Jamaaludeen School, Male' Rep of Maldives
 - 1989 - 1991 - Thaajuddeen School, Male' Rep of Maldives
- ✓ • Secondary Education
 - 1992 - 1995 - Majeedhiyya School, Male' Rep of Maldives
 - 1996 - 1999 - Male' English School, Male' Rep of Maldives
- ✓ • London GCE O'level
 - 2000 - Edexcel Education, UK
 - Chemistry (E), English Language (E), Mathematics (E), Physics (D)
- ✓ • Diploma in Information Technology
 - 2005 - 2007 - Cyryx Computer Training Centre
- ✓ • Bachelor in Information Technology (Hons)
 - 2011 - 2017 - Help University
- ✓ • Master's in Business Administration
 - 2017 - 2021 - Cyryx College

Courses & Seminars

- ✓ • MS 2041 Installing and Configuring Windows Server 2012
 - Max Com Training Solutions – 1 November 2012 to 5 November 2012.
- ✓ • Certificate 1 in PC Networking Using Windows 2003
 - International Business Systems Overseas – 24 December 2006 to 4 March 2007.
- ✓ • Microsoft Application Developer
 - Professional Studies Academy – 29 January 2007 to 25 March 2007.
- ✓ • Cisco Certified Network Associate
 - Professional Studies Academy – 25 June 2006 to 14 October 2006.
- ✓ • Certificate 3 in Information Technology
 - Cyryx Computer Training Centre – 3 April 2004 to 6 November 2004.
- ✓ • Attended numerous training sessions on voter education and awareness programs conducted by Elections Commission and sessions abroad.
- ✓ • Conducted Voter Education and Ballot Official Training Programs on numerous occasions.
- ✓ • Attended IT support for the Forum of Elections Management Bodies of South Asia
- ✓ • Conducted pieces of training for in-house applications and software for freshers
- ✓ • Attended a Bridge workshop in Nepal “Training the Facilitator Program”.
- ✓ • Conducted induction training for new recruits

English



Dhivehi

