**Daniel Woldegebrale**

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Objective: Seeking any job with my qualification.

**Personal Summary:**

* Ability to quickly learn new concepts and skills.
* Good problem-solving ability for the position of IT.
* Motivated to accomplish any assignment given.
* Excellent work ethics and trust worth.
* Possess excellent time management and attention to detail skills.
* Excellent written and verbal communication skills.
* Computer Skills:, Word, Word, Excel, PowerPoint, Outlook .
* Maintenance Skills: Computer repair, printer repair, photocopy machine repair, e.t.c.

**Experience**

**University of Gondar community school. Gondar, Ethiopia**

Computer assistance Teacher. 12/09/2011- 5/09/2013

Computer Teacher 10/11/2013-5/9/2014

**University of Gondar. Gondar , Ethiopia**

IT Technicial level 1. 11/09/2014 – 07/06/2015

IT Technicial level 3. 09/06/2015 -11/12/2019

**Responsibilities**

* Teach Basic computer skills e.g. Ms-Word, Ms –Excel, Ms-Access, Ms-Power point, Internet, Networking.
* Give preventive Office machine maintenance training.
* Reference point for all IT related queries at the user level, responding to user needs in a timely manner and ensuring the optimal running of a systems.
* Interact with colleagues from various departments and executive levels.
* Ensuring electrical safety standards are met.
* Repairing or replacing damaged hardware.
* Upgrading the entire system to enable compatible software and all computers.
* Installing and upgrading ant-virus software to ensure security at the user level.
* Performing tests and evaluations on new software and hardware.
* Providing support to users and being the first point of contact for error reporting.
* Establishing good relationships with all departments and colleagues.
* Conducting daily backup operations.
* Managing technical documentation.
* Give advanced Office machine maintenance training.
* Diagnose, repair and maintain hardware and software components.
* Installing and configuring computer hardware.

**Education**

Bachelor Degree University of Gondar

Information Technology (IT), 2017 G.C.