



JEHAD ALTOUTOU

As a skilled network administrator, I have extensive knowledge of various computer networking platforms, both traditional and contemporary. I excel at efficiently managing major network upgrades and providing users with the appropriate technical support they require. I am highly motivated to continually enhance my skills to keep up with the evolving demands of the business.

EDUCATION

Master's in Computer Science

LPU University | Punjab
2023- Present

Bachelor in Computer Science

Jamia Hamdard | New Delhi
2018 - 2022

High school Degree

Ibn Al-Ameed | Damascus
2016 - 2017

EXPERTISES

- Problem Solving
- Resource Management
- Team Leadership
- Analytics and Troubleshooting
- DNS
- Microsoft Office
- Technical Support
- Remote Access

CONTACT INFO

Phone

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LANGUAGES

- Arabic (Native)
- English (Professional)

WORK EXPERIENCES

Network Administrator Assistant

I- Network | January 2021- April 2022

Assist the Network Administrator in the performance of a variety of duties. My main responsibilities include testing of network connections and installation of network devices

- Prepared daily backups for the work done on the systems and managed the cable installations.
- Provided technical support to users, resolved all software and hardware related problems.
- Changed and created IDs on Windows network.
- Installed the various software and hardware on the systems.
- Installed software and provided support to the end users.
- Provided technical support to set up various equipments in the facility.

Data Entry

Syrian Ministry of Consumer Protection | May 2019 - June 2020 (Remote)

Among the duties that I performed on daily basis were Entering customer and account data from source documents within time limits. Compiling, verifying the accuracy, and sorting information to prepare source data for computer entry. data for computer entry.

- Reviewing data for deficiencies or errors, correcting any incompatibilities and checking output.
- Research and obtain further information for incomplete documents.
- Assisted the lien department by updating over 2,000 clients and factories' information using Excel and the ministry special data entry software
- Trained and mentored new employees on proper protocols, work standards and in updating client information

Sales Agent

Live Salesman | January 2022- March 2022

Maintain customer accounts and record account information. Oversee customer financial accounts and process customer adjustments. Make product recommendations or services to customers based on their needs and preferences.

- Present, promote, and sell products / services using solid arguments to existing and prospective customers.
- Establish, develop and maintain positive business and customer relationships.
- Supply management with reports on customer needs, problems, interests, competitive activities, and potential for new products and services.
- Established efficient customer database, Informed new and recent customers of upcoming promotions and specials
- Completed sales and set up delivery for customers

Front End Developer

Freelancer | October 2020 - March 2021

- Deliver engaging user experience through optimization of images, code, and cross-browser compatibility.
- Expand features, refine code, and improve processes, producing smoother operations and enhancing user engagement
- Ensure efficient web development by supporting designers and app developers while resolving website performance issues
- Creating sites that works well on the browser and Implementing design on mobile websites.

PROJECTS

- Speech Emotion Analyzer Project Machine Learning | Jan 2021
- Credit Card Fraud Detection Project Machine Learning | May 2022

PROGRAMMING

HTML	<div><div></div></div>
CSS	<div><div></div></div>
BootStrap	<div><div></div></div>
Python	<div><div></div></div>
VS Code	<div><div></div></div>

UI Design	<div><div></div></div>
Photoshop	<div><div></div></div>
Adobe Illustrator	<div><div></div></div>
Quick Learner	<div><div></div></div>
Collaborative	<div><div></div></div>