

NASSER ABDUALHAKIMALKUMAIM

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Professional Summary Information Technology graduate possessing advanced skills in organizing administrative work and processing data with high speed and accuracy. Characterized by professional discipline and the ability to leverage a technical background to provide comprehensive administrative support and effective assistance to the team.

Career Objective To contribute to a leading work environment by providing mastered administrative and operational support, utilizing my technical and organizational skills to ensure data accuracy and smooth procedures, while meeting the organization's needs with high efficiency.

Professional Experience

Tejouri for Digital Transformation ◉

- Managing and entering data at record speeds while strictly adhering to accuracy standards.
- Commitment to exceeding required performance indicators (KPIs) and dedication to working during overtime.
- Leveraging technical expertise to resolve system malfunctions and facilitate tasks for the data entry team.

Al-Bayhani for Advertising

- Performing periodic maintenance and troubleshooting device and printer malfunctions.
- Updating software and systems (such as Adobe Suite) regularly.
- Monitoring network performance and ensuring device stability.

Evogen Team

- Performing periodic maintenance and troubleshooting device and printer malfunctions.
- Updating software and systems (such as Adobe Suite) regularly.
- Monitoring network performance and ensuring device stability.

Skills

- Accurate management and processing of data and digital systems.
- Technical support and professional use of office software.
- Administrative organization and prioritization.
- Speed in execution and teamwork spirit.

Languange

- Arabic – Native
- English – intermediate

Education

Diploma in Hardware Maintenance & Programming

Institute: G.T.I & IT | Sana'a, Yemen

Graduated: January 2025

GPA: 98%

Bachelor of Information Technology

University: Al-Saeedah University | Sana'a

Graduated: July 2024

GPA: 85%

High School Certificate (Scientific)

School: Al-Shaab Al-Kubra School | Sana'a

Graduated: January 2025

GPA: 89.88%