





NASSER ABDUALHAKIMALKUMAIM

☎ 0558961338 ✉ contact@itsnasser.dev 🌐 itsnasser.dev 🧑 Yemeni National

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	<p>Tejoury for Digital Transformation </p> <ul style="list-style-type: none">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. <p>Al-Bayhani for Advertising </p> <ul style="list-style-type: none">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. <p>Evogen Team </p> <ul style="list-style-type: none">Developing interactive, high-performance websites.Designing custom software solutions tailored to client needs.Managing technical projects from concept to delivery.
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Skills
<ul style="list-style-type: none">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.
Language
<ul style="list-style-type: none">Arabic – NativeEnglish – intermediate

Education
<p>Diploma in Hardware Maintenance & Programming</p> <p>Institute: G.T.I & IT Sana'a, Yemen </p> <p>Graduated: January 2025</p> <p>GPA: 98%</p>
<p>Bachelor of Information Technology</p> <p>University: Al-Saeedah University Sana'a </p> <p>Graduated: July 2024</p> <p>GPA: 85%</p>
<p>High School Certificate (Scientific)</p> <p>School: Al-Shaab Al-Kubra School Sana'a </p> <p>Graduated: January 2025</p> <p>GPA: 89.88%</p>