# NAZIR SAMAAN

I am dedicated and honest person. I am excellent at time-management and consistently eager at acquiring new abilities and skills. Additionally, I am kind, friendly, polite and have a great sense of humor. I can work individually in busy circumstances and as well as team-working.

## CONTACT

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📍 No. 22 Simpang 74-59-108-37-128 Kampong Katok B, STKRJ Mata-Mata Gadong, BE1918

## EXPERTISE

- Microsoft Office
- Basic Programming Language
- Basic Network Management (Cisco packet tracer, and Microsoft Azure)
- Basic Multimedia Design (Website, GUI prototyping tools and Adobe)
- Database Management (Xampp and MYSQL)

## HOBBIES

Gaming, Research and Shopping

## WORK EXPERIENCE

### IT SUPPORT (INTERNSHIP)

Jabatan Bandaran Bandar Seri Begawan        1 April - 30 July 2018

- Troubleshooting Computer and Printer ( 1 day up to 3 printer or computer. 45 minutes for 1 Computer or Printer)
- Setup an equipment such as projector
- Developing and monitoring Network Infrastructure
- Designing and Developing a Work Relate Project using Photoshop Program

### RETAIL ASSISTANT / CASHIER

Melvida Brunei        July 2022 - August 2022

- Maintaining a positive, empathetic, and professional attitude toward customers at all times.
- Responding promptly to customer inquiries.
- Communicating with customers through various channels.
- Acknowledging and resolving customer complaints.
- Knowing our products inside and out so that you can answer questions.

### REGISTERED RUNNER

Beliaruns.bn        August 2022 - September 2022

- Loading, transporting, and delivering items to clients or businesses in a safe, timely manner.
- Reviewing orders before and after delivery to ensure that orders are complete, the charges are correct, and the customer is satisfied.
- Accepting payments for delivered items.

## EDUCATION

### IBTE SULTAN BOLKIAH CAMPUS        2017-2018

NTEC in Information Technologies

### MICRONET INTERNATIONAL COLLEGE   2018-2020

LEVEL 3 PEARSON BTEC DIPLOMA IN IT
- Grade Double Distinction

### MICRONET INTERNATIONAL COLLEGE   2020-2022

LEVEL 5 PEARSON BTEC HIGHER NATIONAL DIPLOMA IN COMPUTING
- Grade Merit

## PARTICIPATION

ICT TRAINING PROGRAM        9 - 10 March 2022
(AITI & InfoMars)

Microsoft Power Platform Fundamentals (PL-900) Course