

SIMON GETACHEW GIRMA

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SUMMARY

Computer Science student at Heriot-Watt University with internship experience in data administration and recruitment. Skilled in Python, Java, C, HTML, CSS, and JavaScript, with growing interest in cybersecurity and web development. Fast learner with strong communication, attention to detail, and organizational skills. Passionate about using technology to solve problems and contribute to team-driven projects. Seeking internship or entry-level roles to apply and grow technical skills in a collaborative environment.

CORE SKILLS

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| <ul style="list-style-type: none">•Python•Java•JavaScript•Low-level Debugging•Teamwork•Microsoft Excel•Communication | <ul style="list-style-type: none">• C• HTML• CSS• Leadership• Quick Learning• Attention to Detail• Organizational Skills |
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EXPERIENCE

- | | |
|--|-------------------------|
| Recruiter -Internship
LonAdd HRConsultants | 07/2023 -09/2023 |
| <ul style="list-style-type: none">•Categorized and sorted hundreds of candidate CVs by job role and industry, allowing hiring managers to identify qualified applicants faster significantly reducing time-to-hire and increasing satisfaction across recruitment teams.•Developed and maintained a digital filing system that improved resume accessibility and accelerated decision-making, contributing to a smoother and more efficient hiring process that recruiters relied on daily.•Maintained high attention to detail while managing large volumes of applicant data, ensuring all files were consistently formatted and easy to retrieve helping the company avoid missed candidates and saving time during peak recruitment periods. | |
| Data Administrator -Internship
CTG(Committedto good) | 07/2023 -09/2023 |
| <ul style="list-style-type: none">•Systematically organized large volumes of customer documents using clear naming conventions and folder structures, which reduced retrieval time and eliminated confusion praised by team leads for improving file management speed.•Identified and corrected document inconsistencies, ensuring client information was always accurate and up to date supporting dependable data processing across systems and improving client trust.•Used Microsoft Excel to automate repetitive data tasks and streamline workflows, which enhanced overall productivity and was adopted by team members to reduce daily administrative strain. | |

EDUCATION

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| BachelorofScienceComputerScience
Heriot-Watt University Dubai
Dubai, United Arab Emirates | Expected -01/2027 |
| <ul style="list-style-type: none">• GPA: 3.2 | |
| ComputerEngineeringandInformatics
Middlesex University Dubai | 01/2023
Dubai, United Arab Emirates |
| <ul style="list-style-type: none">• GPA: 3.46 | |
| High school student
Cambridge International School | 01/2022
Dubai, United Arab Emirates |

CERTIFICATES

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|---|----------------|
| Certificate of Appreciation in Psychology | 06/2021 |
| Certificate of Participation, Media Event | 09/2021 |
| Global Futures Curriculum Diploma | 06/2021 |
| Foundation Certificate, Middlesex University Dubai | 06/2023 |
| Deputy Award forAcademic Excellence
Achieved 6 A's or more in academic subjects | 08/2025 |