

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

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
• GPA: 3.46	
High school student Cambridge International School	01/2022 Dubai, United Arab Emirates

CERTIFICATES

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 for Academic Excellence Achieved 6 A's or more in academic subjects	08/2025