SOHA A. MOURAD
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SUMMARY OF QUALIFICATIONS

- Over 3 years proven experience using computerized office system
- Extensive data entry and office secretary experience
- Ability to improve programming and departmental operations for increased profitability
- Replaced old manual system into computerized one, improving work efficiency by 25%
- Proven history of self-motivation with ability to manage projects and meet tight deadlines
- Team player with excellent interpersonal and communication skills
- Ability to work under pressure
- Working experience of MS Word, MS Excel, MS Access, MS Power Point, PL-SQL Data Base, Oracle 8i Forms and reports

SKILLS AND ACCOMPLISHMENTS

PROGRAMMING

- Replaced old manual system into computerized one by using Access Database (completed program from create tables in the database and processed by the system requirements, created forms to enter the information for employers and printed it as reports as required)
- Processed employee and patient information under Oracle 8i forms and reports, PL-SQL data base (completed program from create tables in the database and processed by the system requirements, created forms to enter the information for employers and printed it as reports as required)
- Computed, typed, and mailed reports as required
- Reload information from the data base and output it as reports according to the reload
- Reload the system (Access DB & SQL DB)
- Create an application by using MS PowerPoint, MS Excel and processed

OFFICE ADMINISTRATION

- Data entry, Sorted and classified files
- Reviewed and checked the attendance roll for employers and students in the school and the ministry of education
- Performed related clerical duties, such as word processing, maintaining filing and record systems, faxing and photocopying
- Processed incoming and outgoing mail electronically and manually, received and forwarded telephone or electronic enquiries
- Reviewed and followed up patient information by going to the hospital and processed it in the office (using computer and files)
- Displayed presentations using MS PowerPoint

EMPLOYMENT HISTORY

General Laboure   **2013-2018**

School Office Secretary   **2009**

IT Teacher   **2008**

Data entry clerk   **2006-2008**
Health Office (UNRWA)
(UNRWA is the United Nations Relief and Works Agency for Refugees)

EDUCATION

Diploma in IT Applications Developer (Mobile Web Specialist)   **2018-present**
Trios College
Diploma of the Faculty of Education   **2006**

Bachelor Degree in IT (Information Technology)   **2005**

Canadian credential equivalency granted by International Credential Assessment Service of Canada in 2017

References Available Upon Request