

# Oskar Alkhateeb

Music Administrator

Email: oskaralk@hotmail.com

Address: Juffair, Bahrain

Phone: +973 3999 4304

Nationality: Bahraini

## Objective

I am a highly motivated, detail-oriented database systems major with a passion for organising and managing data structures. Throughout my course, I have received a solid foundation in database design, database programming (SQL, Python, C#, Java, PHP, and R), frontend and backend development, data cleaning, and data analysis. I am adept at developing and maintaining efficient and scalable database solutions.

Hardworking, responsible, and always ready to help. I am always looking to learn new skills and take on responsibilities that allow me to grow professionally. I am also very self-motivated have a proven record of being dedicated and maintaining high standards in a pressurised environment.

I am known as someone who is committed to staying updated with emerging trends, such as the use of artificial intelligence in business analytics, education, or even within the data science community itself, and the ever-changing, fascinating trends of data management. I am also eagerly seeking opportunities to contribute to database development and management projects by providing data-driven insights for informed decision-making using my technical expertise and problem-solving abilities.

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## Experience

Saar, Bahrain

Mar 2022 - Present

### Music Administrator

*St Christopher's School, Bahrain*

As a music administrator at St. Christopher's school, my main duties include being the ABRSM representative in Bahrain as well as supporting the Director of Music during concerts, extra-curricular activities, communicating with parents and billing.

In addition to this, I perform a variety of activities that include but are not limited to:

- Creating accurate registers and timetables for instrumental staff to register students, for parents and students to view their class timings and for the accounts department to accurately bill each student.
- Liaising with parents and students via phone and email about inquires related to ABRSM or the school's instrumental program.

- Assisting in planning musical events held by the school, such as St Chris Music Festival, Young Musicians of the Gulf etc. by creating brochures, setups, photography, bookings, and communications.
- Assisting in the setup and organisation of set up for extra-curricular activities such as Orchestra.

#### **Saar, Bahrain**

*Jan 2022 – Feb 2023*

#### **Covid-19 Administrator**

*St Christopher's School, Bahrain*

During this role, I provided assistance to the Director of Operations in effectively managing COVID-19 cases within the school while also acting as a primary point of contact for all COVID-19 related inquiries.

This meant engaging in direct communication with staff members, families, and students who either received positive test results or were in close contact with confirmed cases. My responsibilities also included ensuring that strict adherence to the COVID-19 guidelines and protocols were followed.

Moreover, as part of my role, I actively collaborated with the Ministry of Health by conducting inquiries, gathering relevant information, and promptly reporting on positive cases as required.

#### **Colorado, USA**

*Sep 2021 - Present*

#### **Remote Web Administrator**

*Connected Realities*

For this role, I manage and maintain the main website of the company. I also create websites that are used when collaborating with other companies and businesses to have a centralised point for the project information.

I strive to optimise the website performance and user experience while ensuring that it is consistent with the company's guidelines. Moreover, I also aid with administrative tasks when necessary.

#### **Bahrain**

*Jan 2018 - Present*

#### **Private Tutor**

*Self-Employment*

Having a longstanding passion for educating others, I tutor GCSEs, A levels, and other courses to students all over the island of Bahrain. I pride myself on not only teaching my tutees the content they need for their courses but also how to study it. This enables them to take charge of their own education and allows them to become more responsible for learning content outside of school hours.

In addition, I also help children who have learning difficulties or other

special needs navigate their academic and professional careers. This is done by not only tutoring them but also helping with socialising, showing them how to behave in a workplace, and other student-specific needs.

**Irbid, Jordan**  
*Aug 2018 – Apr 2019*

### **Teaching Assistant**

*Alrawi American Academy*

During this role, I would be asked to come in as a native English speaker. I would help faculty members as well as students with pronunciation, idioms, and casual conversational skills in the English language. I would also aid the main teacher in creating, assigning, and grading work.

As well, I would volunteer my evenings with additional support for students who needed more help with classwork or homework.

**Riffa, Bahrain**  
*Mar 2018 - Dec 2018*

### **Receptionist**

*Dr Ghassana Sadek Medical Centre*

During this job, I completed a variety of tasks, such as adding patient records using Microsoft Excel and drawing up contracts for employees in Arabic and English. Additionally, I communicated with patients to help them find the ideal products and treatments they needed.

I also filed and delivered mail as needed, assisted in planning and preparing meetings, conferences, and conference calls, prepared billing statements and receipts for clients, created and maintained multiple office filing systems, and answered and quickly redirected up to 100 calls per day.

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## **Education**

**Isa Town Bahrain**  
*Sep 2019 – Present*  
*(Ongoing)*

### **Bachelors of ICT in Database Systems**

*Bahrain Polytechnic*

Activities and societies: In my second year of being at the Polytechnic, I was elected as President of the Bahrain Polytechnic Volunteer Club. During this time, my team and I helped organise events to bring our community together during the pandemic. This was an extremely difficult task to do as my term as

president fell at the height of the COVID-19 lockdown and restrictions. This caused most of our events to be held virtually.

Throughout my course, I have received a solid foundation in database design, database programming (SQL, Python, C#, Java, PHP, and R), frontend and backend development, data cleaning, analysis and mining, application building and much more. By providing us with the fundamental skills and knowledge, we are able to continuously apply ourselves in the workplace with confidence and professionally. I have also been extensively trained in a number of Oracle's Database Applications.

My academic coursework has equipped me with a deep understanding of relational database management systems as well as data modelling techniques. I am skilled in implementing database security measures and optimising a query's performance. As well, through the project briefs provided in each of my classes, I have been able to gain hands-on experience in designing and maintaining databases as well as creating applications for various different industries.

**Hamala, Bahrain**  
*Sep 2010 - Jun 2017*

### **High School Diploma**

*British School of Bahrain*

Grade: 88 UCAS Points

Activities and societies: During my time at the British School of Bahrain, I volunteered in charity events such as Red Nose Day, Think Pink (Breast Cancer Awareness) and "Movember/Beardcember" (Prostate Cancer Awareness). I also volunteered as an assistant at the schools Nursery Winter Camp and in Media for Model United Nations. Additionally, during Sixth Form, I was elected co-head of the Student Counsellor Committee. During this time, I organised events with other committees to help new students settle into the school.

While attending the British School of Bahrain, I completed the following qualifications to satisfy my high school diploma:

- GCSE Art and Design: Fine Art
  - iGCSE Biology
  - iGCSE Chemistry
  - iGCSE Physics
  - iGCSE Mathematics
  - iGCSE English
  - A level Mathematics
  - BTEC ICT
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## Certificates

### Remote

Aug 2023 – Present  
(Ongoing)

### Python 3 Programming Specialisation

*Coursera x University of Michigan*

Although I have a solid foundation in Python 3, I have decided to secure my knowledge with this course from the University of Michigan. In the five parts of this course, I will be furthering my knowledge in data collection and processing with Python, have a project, basics of Python, classes, inheritance, functions, files and dictionaries.

### Remote

Aug 2023 – Present  
(Ongoing)

### Google Advanced Data Analytics Professional Certificate

*Coursera x Google*

To continue furthering my knowledge in data analytics I decided to continue this Google course. It is a seven-part course that includes courses about translating data into insights, simplifying complex data relationships, Python programming, machine learning, the foundations of data science and statistics.

### Remote

Feb 2023 – Aug 2023

### Google Data Analytics Professional Certificate

*Coursera x Google*

I have decided to take this course to further enhance my skills and knowledge of Data Analytics. In this eight-part course, I have and will learn how to make data-driven decisions, data exploration, processing and analysing data, data visualisation, and data analysis with R Programming.

### Remote

Aug 2023 – Aug 2023

### Google Professional Workspace Administrator

*Coursera x Google Cloud*

To further my skills in team leadership and management, I embarked on this course. This five-part course has taught me how to efficiently manage an organisation's files, accounts, mail and more to further enhance security and efficiency. It has also taught me how to complete common administrative tasks via the G Suite Administrative Console and advise on the best practices when managing a workspace.

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## Skills

- Project Management
- Database Administration
- Frontend & Backend Development
- Multitasking

- Time Management
- Data structures
- Data technologies
- Research data management
- Debugging and testing skills
- Programming (C#, PHP, SQL, Java, Python, .NET, MongoDB)

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## Languages

**English** (Native)  
**Arabic** (Native)  
**French** (Elementary)

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## Extra-Curricular Activities

In addition to being president of Bahrain Polytechnic Volunteer Club, I also volunteer in rescuing stray animals around residential areas and give them a home.

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## References

Academic Tutor and  
Advisor (Database  
Systems),  
Bahrain Polytechnic

**Mr David Gulua**

*Email:* [david.gulua@polytechnic.bh](mailto:david.gulua@polytechnic.bh)

*Phone Number:* +973 3398 2579

Academic Tutor and  
Advisor (Programming),  
Bahrain Polytechnic

**Mr Denis Manning**

*Email:* [denis.manning@polytechnic.bh](mailto:denis.manning@polytechnic.bh)

*Phone Number:* +973 1789 7000

Director of Music,  
St Christopher's School  
Bahrain

**Mr Dennis Haggerty**

*Email:* [dennis.haggerty@staff.st-chris.net](mailto:dennis.haggerty@staff.st-chris.net)

*Phone Number:* +973 1760 5117