|  |  |  |  |
| --- | --- | --- | --- |
|  | **CV** | |  | | --- | | **Phone**: 99627200--99332446  **E-mail**: hatoom9000@gmail.com | |

Hathem Hamed Salim AL-Gardani

|  |  |
| --- | --- |
| Personal Details | Omani |
| Date of Birth | 13 March 1990 |
| Place of Birth | Sultanate of Oman-Muscat |
| Marital Status | Single |
| Education | 2008 – 2009 Ahmed Bin Said Secondary School (AL-Amerat)  Third Secondary certificate   * Pathway is “Science”. * Major Modules are   (Arabic, English, Physic, Chemistry, Biology and Math). |
| Qualifications | 20012- 2015 Osmania University India  Bachelor Degree of E-Commerce   * Affiliated with the University of Luton, United Kingdom. * Graduation Project: Registration System For Wadi Hatat Institute. * Major Modules are: * Business Economics. I & II * Financial Accounting I & II * Business ORGN.Managment * Fund. Of. Technology * Fund. Of E-Commerce. I & II. * Advanced Accounting- I & II * Business Statistics-I & II * Banking LAW & Practice * Taxation-I &II. * C Programming & C++ Programming * Capital Markets And Fin. Sys. * Web Tools. * Database Management Tools. * Environmental Science * Corporate Accounting I & II * Cost & Mgmt.Accounting I & II * Business Law I & II * Auditing I & II * Core Java Programming * Extensible Markup Lang.(XML) * Advance Java Programming. * Server Pages * Project Report. |
| Key Strengths | * Ability to operate effectively as a member of a team in completing tasks, solving problem & working towards agreed goals. * Good communicator with people from arrange of backgrounds. * High level of common sense and logical thought processes. * Ability to learn new systems quickly with little instruction. * Enjoy having responsibility. * Ability to learn more of the computer industry and its applications. |
| Specialized Knowledge | * I understand of applications & database management. * I have Knowledge of Oracle, SQL, and Windows operating systems, with hands-on applications experience. Requires demonstrated proficiency with Oracle’s internal mechanisms, SQL, and backup/recovery techniques. * Knowledge of PC hardware and software systems and understanding of Oracle’s database products. I know how to setup, maintain and troubleshoot Oracle databases. * Ability and knowledge to troubleshoot a wide variety of applications and database management problems as they arise in the workplace. |
| Computer Skills | * Ability to solve problems of high complexity. * I have detail oriented with a high degree of accuracy. * Able to maintain confidentiality and act with discretion. * I proficiency in various software applications and programs. * Ability to communicate in English, both verbally and written. Arabic language skills helpful, especially in training others. * Database (Access, SQL express) * MS-Dos, MS Windows2000, Windows XP , Windows7…. * Network Administration and configuration. * Computer trouble shooting and maintenance. * Microsoft Office Applications (MS Word, Excel, Access and Power Point) |
| Other Courses | Oracle Financial course  Computer Basics- Microsoft Office course  English Language course  Computer (Windows office Applications)  Financial Accountant course  Purchase Management course  Human Resources Management course  Typing course (Arabic & English)  Secretarial course  Administrative skill & Customer Services course |
| Languages | Arabic (Speaking, Writing and Reading).  English (Speaking, Writing and Reading). |
| **Experience** | **Training**   1. Maintain and repair Hardware. 2. Software Installation. 3. Improve my communication skills with senior and other employees. Also, good analytical and problem solving skills. |
| Additional activities | * Work as a team, in order to improve our knowledge and experience in modules, which I have learned. |
| Hobbies | Football and using Internet, |
| References | Availability upon request. |