

Curriculum Vita



Personal Details:

Name : Omer Azhari Babiker Mohamed.

Address : Abu Dhabi – Khalifa City B .

Telephone : 00971545195461

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Date of Birth : 24/5/1988

Place of Birth: UAE.

Nationality : Sudanese.

Visa Status : Employment Visa .

Marital Status: Married .

E-mail Address: omerbabiker88@yahoo.com.

Military: Done.

Education & Qualifications:

❖ **High School Certificate (Sudan)-2005.**

❖ **Bachelor Certificate in Electronic Engineering
(Communication) -2010.**

Sudan University of Science &Technology.
College of Engineering.
Sudan

❖ Diploma in Network Design Administration Security for LAN/WLAN.

Sudatel Telecommunications Academy (sudacad) - Sudan
January-2011

❖ CCNA Certificate.

❖ CCTV Certificate.

Exemplar Center for Engineering Training-Sudan.
Nov-2013

❖ MCITP Course (Server 2008).

Sudatel Telecommunications Academy (sudacad) – Sudan.
March-2014

❖ Manual Accounting Course.

HighQ Training Center - Abu Dhabi
May -2023

❖ Financial Accounting Course.

Time Training Center - Abu Dhabi
Apr - 2024

Work Experiences:

❖ Training as Network Engineer.

Ministry of Labor-Sudan
From: 4/4/2011 to 4/4/2012.
Khartoum – Sudan.

- Troubleshooting, diagnosing and resolving hardware & software as well as any network and system problems.
- Replacing faulty network hardware component when required.
- Designing, configuring and testing network software, computer hardware and operating system.
- Install & troubleshoot windows xp, visita, windows 7 and windows 10.

❖ Customer Service.

AL-Sadhan Trading Company.
From: 1/6/2014 to 15/5/2016.
KSA-Riyadh.

- Resolve customer complains via email, phone or social media.

- Refund or exchange products.
- Help in answering customers inquires.
- Managing company loyalty card system.

❖ Technical Support Engineer.

Tracking World for Information Technology.

From: 14/12/2016 to 01/11/2017.

KSA-Riyadh.

- Create user account and password for any client in the system.
- Configure and setup the GPS car tracking device into system.
- Checkup daily for all device its working in the system and make the report for the maintenance.
- Send daily reports to client about his fleets in system (Geofence, Over Speed, and Mileage).
- Make daily report to our technician for the new installation and maintenance for the old devices.

❖ IT Sales Engineer.

Albugaa for Computer & Telecommunication.

From: 01/09/2018 to 03/03/2019

Khartoum – Sudan.

- Searching for new clients who can benefit from our products.
- Establishing good relations with customers.
- Negotiating and discuss with clients.
- Offering after sales support services.
- Make and follow up quotations.

❖ Computer Engineer.

Bainoona Alwaha Signage & Interiors.

From: 25/06/2019 to 1/10/2020

Dubai - UAE.

- Installing and configuring computer hardware, software, system, printers and scanners.
- Install, modify, and repair computer hardware and software.
- Sharing resources into network.
- Managing SME E-Supply portal & handle sales and marketing department.

❖ **Volunteer.**

Abu Dhabi National Exhibition Center (ADNEC)

COVID-19 Assessment Center.

From: 26/12/2020 to 10/01/2021

Abu Dhabi – UAE.

❖ **Call Center Agent.**

Emirates Post Group.

From: 20/02/2021 till 13/11/2021

Dubai - UAE.

- Answering phones from customers professionally and responding to customer inquiries and complaints.
- Providing customers with the organization's service and product information.
- Identifying, escalating priority issues and reporting to the high-level management.
- Completing call notes and call reports as necessary and updating them in the CRM.
- Managing administration, communicating and coordinating with internal departments.

❖ **Accountant.**

Manazel Specialists Real Estate.

From: 15/11/2021 till Present.

Abu Dhabi – UAE

- Resolve customer complaints, guide them and provide relevant information.
- Manage transactions with customers using oracle system.
- Collect payments whether in cash or credit or cheques .
- Issue receipts, invoices, refunds.
- Track transactions on balance sheets and report any discrepancies.
- Find solutions to discrepancies by working with other employees and correcting any erroneous information or calculations.
- Assist in the audit process by providing information and data as requested.
- Reconciling daily, monthly and yearly transactions.
- Processing invoices.
- Managing records and receipts.

- Record accounts payable and accounts receivable.
- Update internal systems with financial data.
- Daily cash & cheques deposit.
- Entering invoices into the accounts payable system and processing payments.

Skills:

- ❖ Ability to Work under Pressure.
- ❖ Quick Learning.
- ❖ Problem Solving.
- ❖ Team Working.
- ❖ Excellent communication ability.
- ❖ In depth understanding of diverse computer systems and networks.
- ❖ Outstanding organizational and time-management skills.
- ❖ Bookkeeping and accounting skills.

