

# Tayseer Ibrahim Khary

## Personal Information

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**Date of Birth:** 28th April 1996

**Mobile Number:** 07716476040

**Email:** tayseer996@gmail.com

**Address:** Erbil, Iraq

## Personal Summary

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Creative and detail-oriented Web Editor experienced in Designing, coding, managing websites, analyzing website traffic, and providing technical assistance to the Company Clients, Passionate about working with diverse teams in building customer solutions. Also excels at several tech languages, including HTML, CSS, Bootstrap and JavaScript.

## Work Experience

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**Sardar Group**, Automobile Group of Companies

**IT Support** , Basra

**Feb 2020 – Present**

- *Supporting 4 Locations for the company including their Network infrastructure, CCTV system, VoIP Server , Windows Domain Server.*
- *Provided professional technical support to Employees and educated them on how to use the company's programs and applications.*
- *Completed system backups, configured desktops, laptops, and printers, promoted new products and services, and executed other tasks as assigned.*
- *Installing and configure computer hardware operating systems and applications.*
- *Monitoring and maintaining computer systems and networks*

**Tech Time**, Marketing Agency

**Front – End Web Designer** , Basra

**July 2019 – Feb 2020**

- *Building Websites using HTML, CSS, Wordpress, Bootstrap.*
- *Analyzing and Crafting the websites using SEO and Google analytics tools*
- *Technical Support for Customers for Both Websites and Emails (Office365,Gsuite, Webmail).*
- *Creating Website Presentation for the Customers.*
- *Managing the Domains and Hosting for the Companies.*
- *Using ERP Task List System to manage and resolve the tasks with clients.*

**Xerox**, Printing Company

**IT Support**, Basra

**March 2019 – July 2019**

- *Technical Software Support for Clients for Xerox Printers (Fiery, Free Flow).*
- *Providing Training for Clients that bought Xerox Printers*

## Education & Courses

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**B.S.c Communication Engineering**

**Iraq University college**

**Diploma in Web Design**

**Shaw Academy**

## Skills

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### Technical:

- Proficient in HTML, CSS, Bootstrap, Materialize, Responsive Design and JavaScript.
- cPanel, PhpMyAdmin and MySQL Database Management.
- Knowledge in SEO and Google Analytics tool.
- Proficient Photoshop, illustrator.
- Emails Manager Dashboard (Office 365, Gsuite, Webmail).
- Designing with WordPress CMS Management System
- Microsoft Office (Excel, Word, PowerPoint).
- Domains and Hosting Management

### Interpersonal:

- Creative
- Teamwork
- Detail-oriented
- Time Management
- Problem Solving
- Planning and Organization
- Communication Skills

## Achievements

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- Certified Helpdesk by HP Partner Al Nabaa Notebooks Service Qualification HP Commercial Desktops, Workstations.
- Get CEFR Certification Level B2 in English Language from British Council.

## Activities

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- Trainer more than 200 Graduates in Microsoft Office with WJC Project (Implemented by GIZ).
- 2 Year of Voluntary work with Basra Batkim Project
- Got Training in Xerox MENA in Dubai, UAE for Printers software.

## Languages

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- **Arabic:** Mother Language
- **English:** Upper-Intermediate