

MAHMOUD NIDHAL

TECHNICAL SUPPORT

CONTACT

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EDUCATION

BSc. Computer Science
Dijlah University Collage
September 2004 - June 2009

SKILLS

Networking
Operating Systems
Microsoft Office
Marketing Experiance

INTERESTS

LANGUAGES

- Arabic
- English

COURSES

- English Course - at Global Institution

WORK HISTORY

TECHNICAL SUPPORT

Computer and Communication Systems LTD. / June 2008-February 2011

- Server Installation (HP Proliant)
- Juniper Firewall installation and configuration
- Network setup and support
- Windows server installation
- RAC Cabinet Assembly

GENERAL MANAGER

Majal Al-Ardh / February 2011-Present

- Set tools and objectives for department or unit.
- Participate in developing policies and procedures.
- Hire, train, and terminate workers as needed.
- Determine salary brackets.
- Handle employee relations.
- Attend and preside over meetings.
- Maintain employee records.
- Manage and direct overall operations.
- Set goals for each department.
- Clearly communicate goals to teams leaders.
- Manage and support staff.
- Delegate responsibilities.
- Generate and present reports on departmental goals.
- Participate in seminars and conferences.
- Motivate and encourage employees.
- Participate in lead generation and business development.
- Ensure high customer and client satisfaction.
- Solicit customer feedback.
- Ensure inventory is stocked and consistently replenished.
- Promote company's mission and values.
- Set district and regional goals.

BUREAU ADMINISTRATOR

AlMatajer Althalath / June 2019-March 2020

- Manage relationships with vendors, service providers and landlord, ensuring that all items are invoiced and paid on time
- Manage contract and price negotiations with office vendors, service providers and office lease
- Provide general support to visitors
- Responsible for developing and implementing office policies by setting up procedures and standards to guide the operation of the office
- Responsible for ensuring office financial objectives are met by preparing annual budget for the office, planning the expenditures, analyzing variances and carrying out necessary corrections that may arise
- Allocate available resources to enable successful task performance
- Coordinate office staff activities to ensure maximum efficiency
- Evaluate and manage staff performance
- Recruit and select office staff
- Organize orientation and training of new staff members
- Coach, mentor and discipline office staff
- Responsible for incoming/outgoing items between storehouse and Vendors