

Personal info.:

Muhammad Alzaleq



Syrian



07/04/1989



Engaged



+9647511879263



+963 967 806818 (M)



Mu889.co@outlook.com



<https://www.facebook.com/Mu889.co>

Scientific Qualifications:

Master in Web Sciences (Good)

Syrian Virtual University, 2012 - 2017

Bachelor in Information Technology (Good)

Syrian Virtual University, 2010 – 2012

Diploma in Software Engineering (Very Good)
(First grade)

Technical Institute of Palestine, 2007 – 2009

Secondary vocational in Computer Technology
(Excellent)

Ministry of Education in Syria, 2007

Professional Experiences:

1) Syrian Kuwaiti Insurance Company – Gulf Insurance Group (gig|Syria):

<http://www.gig.com.sy>

System & Database Administrator:
(Since October 2016)

Senior Technical Support:
(February 2016 – September 2016)

Technical Support:
(September 2014 - February 2016)

System Administration:

- Domain network & servers (Domain Controller, Exchange Mail, FrontTMG, File sharing, and Printing servers).
- Fire, stealing Alarm, and cameras systems administration.
- Telephone system (Nortel) administration.
- Helpdesk & Technical support supervisor.
- Hardware & Software maintenance for PCs, Laptops.



Database Administration:

- Insurance system (PREMIA):
 - Technical & finance closure (quarterly & monthly)
 - Year ending processing
 - Technical support
 - Data transfer and processing (from excel files)
- HR, Archiving, and In-Home database development & administration
- Backup and restore operations.

Human Resources Developer:

(March 2012 – September 2014)

- Employee's financial affairs.
- Attendance & Payroll system developer.

2) AutoID systems:

www.Autoidco.com

Technical Support:

(August 2010 – February 2012)

- AutoID software & Oracle DBMS support.
- Fingerprint devices installation & communicate.

3) Education City for Children of Martyrs of Palestine:

Administration Officer:

(November 2009 – July 2010)

- Student Archive & Affairs.

4) Individual work while studding (Socks factory)

(October 2007 – October 2009)

Courses & workshops:

Project management

Unlimited Horizons, 2018

Praxis in Human Resources

Europe International University – Belgium

Ousos Company - Syria, 2016

Emotional Intelligence

ExecuTrain, 2013

Effective communication skills

ExecuTrain, 2013

C#.NET Framework Programming

Aptech Center, 2011

English Courses

Syrian Virtual University, 2010

(Intermediate - upper Intermediate – advanced)



Languages:

Arabic

Native language

English

Very good reading, writing, speaking

Technical Skills:

Software Development: c#.NET, ASP.NET, HTML

Oracle Database Administration:

- Backup & Recovery planning (Hot/Cold backup).
- Solving database structure problems (Physical & Logical).

Oracle database development (SQL & PL/SQL)

Excellence experience in Windows networks, IT helpdesk support, resolving customer's technical problems and Computer / Laptop maintenance (Software & Hardware).

High speed and flexibility in Windows OS, Office package, applications and the Internet.

Accomplishment:

Syrian Kuwaiti Insurance Company (gig):

"Best employee" Award, 2015.

Exeptive reward for "Excellent performance", 02/11/2015.

Exeptive reward for "Excellent job at IT dept.", 05/05/2015.

Incentive reward for "Preparing yearly increase payroll & HR financial policy", 06/06/2013.

Incentive reward for "Excellent job", 26/03/2012.

AutoID systems:

"Best employee" Award, 2011

References:

Eng. Bassel Younaki:



+1 438 9886672



byounaki@gmail.com

Eng. Eyad Alakhras:



+963 933 671515



e.alakhras@gmail.com

Eng. Motaz Abo Shoker:



+963 944 411441



m.shoker@hotmail.com