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## Summary

I studied at UOITC university in the Department of information Systems Management. I have 2 years of experience in IT manager, and 1 year experience in management and data analysis by using Google Data Studio. In addition to expertise in Microsoft Office.

## IT and Management

### Education

**2009 - 2015, Al-Jawahery High School for Distinguished**

Attended and graduated

**2017 - 2021, UOITC University**

B.A in Information System and Management

### Experience

**Aug 2020 - Present, IT and Management with Sora Center**

#### Detailed achievements in IT field:

- Responsible for monitoring and maintaining Networks and cameras.
- Trained employees to using Microsoft office and the system.
- Maintaining laptops and other hardware devices.
- Creating a new system using Excel to make work easy in some departments.

#### Detailed achievements in Management field:

- Monitoring and evaluating employees.
- Managed Schedule of employees
- Solving employee management problems in the departments
- Provide employees rewards and violation
- Responsible for leave requests
- Responsible for employees and changing their work location when needed in another department.

### Languages

- Arabic native speaker
- intermediate in English