





MOHAMED IBRAHIM MAHMOUD ABDO

Position Applied For:
WEB DEVELOPER / IT SPECIALIST /
ADMINISTRATOR / HR PERSONNEL
or ANY OTHER SUITABLE POSITION

PROFILE

To obtain a position that is filled with challenges and potential growth while applying my skills which I gained knowledge from education, experience, self-study and where I can excel and build a successful career in IT or related field.

CONTACT

 **050-2516985**
 **Jamal Abdul Nasser, Sharjah, UAE**
 mido_hsan@yahoo.com

LANGUAGES

Arabic (Mother Tongue)
English (Good – Read, Write, Speak)

VISA STATUS

Residence Visa

NATIONALITY

Egyptian

REFERENCES

Available upon request.

OVERVIEW

- Created Computer Program for the Company and make sure to run it smoothly and ensure that the staff are highly given trainings.
- Hardware Installation / Troubleshooting Network and Software application / data base applications, desktop and Laptop installation and troubleshooting
- Email/Outlook Configuration
- Supporting Clients for IT related issues
- Computer Security set up/Repairing computer that was infected by computer viruses such as malware/data ware/Trojan
- Visual Basic/JAVA, PHP/Python/MySQL, HTML/CSS3/Bootstrap , JavaScript/jQuery
- Web Developer
- Computer Programmer

SKILLS AND PERSONAL QUALITIES

Skills:

- Communication** – ability to correspond efficiently by using a variety of communication techniques.
- Teamwork** – cooperate with the group as one team in order to complete given tasks and solve problems effectively.
- Time Flexibility** – ability to work overtime, shifting or weekends as needed.

Computer Skills –

- Web Developer
- Computer Programmer
- Visual Basic , JAVA
- PHP , Laravel, NodeJs, MySQL
- ERP Systems
- HTML , CSS3 , Bootstrap
- JavaScript , jQuery
- Adobe Photoshop
- MS Office (Word, Excel, Outlook, PowerPoint)
- Troubleshooting Computer related Issues

Personal Qualities:

- Do research and self-study for career advancement.
- Ability to deal with workers and adapt to working conditions.
- Effective Communication and Interpersonal Skills.
- Ability to quickly understanding new concepts.
- Positive and passionate about work.
- Enjoy creative skills and ability to solve problems.

WORK EXPERIENCE

I - AL DANA COMPUTER AND IT SOLUTION

Ajman, UAE

from Mar 2019

Position: **Web Developer & ERP Developer**

Job Description

- Develop and build ERP company projects.
- Collect, understand and analyze the needs of the customers.
- Coordinate with the team for a better output
- Maintain the database and solve user's problems.
- Update consistently on all applications projects.
- Meet the deadline given by the superior.

II - ATTRACTIVE ORCHID CONTRACTING LLC (CLOSED)

Dubai, UAE

Jul 2017 to Dec 2018

Position: **Web Developer**

Job Description

- Design company's website.
- Created company's Database.
- Continuous site development and update.
- Manage site's private domain.

III - QEMMET AL RAWASY ROAD CONTRACTING COMPANY

Riyadh, Saudi Arabia

March 2013 to March 2016

Position: **IT Support Specialist / HR Personnel**

Job Description

- Oversee the daily performance of computer systems.
- Set up equipment for employee's use, performing or ensuring proper installation of cable, operating systems, and appropriate software.
- Provide technical assistance and support.
- Confer with staff, users, and management to establish requirements for new systems or modifications.
- Prepare evaluations of software or hardware, and recommend improvements or upgrades.
- Answer users' queries regarding computer software and hardware operation to resolve problems.
- Handles visa application i. e New / Renewal / Visit / Cancellation. Prepares/collects necessary documents; apply online and handover to the Saudian Representative and guide applicant accordingly until visa and necessary ID's are issued.
- Keep/update visa status for the staff.
- Keep all confidential records i.e contracts, licenses, passports, staff records and other documents.
- In-charge of company's documentation if Manager is out of station.
- Ensure that Manager/Owner are well informed for job vacancy and responsible in posting for the same.
- Collect monthly attendance report from site & office and prepare report to be submitted to the Manager for approval.

IV - SOUTH CAIRO ELECTRICITY DISTRIBUTION COMPANY

Cairo, Egypt

Jan 2002 to Feb 2013

Position: *Issuance Bill Manager*

Job Description

- Follow up the work of the staff in the issuance section.
- Provide solutions to the problems of the subscribers.
- Calculating the consumption segments of the customers and make adjustments on their account resulting from the differences in consumption due to the failure of the counters during holiday.
- Calculating the payments due to the customers as a result of payment made or the result of payment in excess

EDUCATION

Graduated on May 2001

"Bachelor of Computer Science"

The Higher Institute Developments Studies

Cairo, Egypt