



Gallad Abdi Mohamud

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Mogadishu-Somalia



COVER LETTER

FROM

Gallad Abdi Mohamud

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📍 Mogadishu-Somalia

Dear Sir/Madam

I would like to bring my considerable experience and skills of field IT and Software & Hardware through structured interviews for the organization. I would be a perfect fit for this position and able to To solve IT Information ensure that the Computer Skills are done with excellent english.

I am focused professional who has been consistently praised as adaptable, honest, patient and good team player by my co-workers and management, i have developed experience and skills, Computer Softwares solving, Problem, communication skills and complete understanding for information Technology

On a more personal level I am self-motivated, positive and have an enthusiastic can-do attitude. I have considerable knowledge of all attributes that you are specifically looking for.

My skils perfectly match for your requirements, my full particulars are shown on my enclosed curriculumvitae. I very much hope you will invite me for an interview, and i would like to thank you in advance for taking the time to consider my application.



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About Me

A hard-working person with a Bachelor degree in Banking and finance and so on Diploma Computer Software and hardware , Have experience in the fields of Social Media Management and Graphic Designing and Video Editing

the Trainers. An enthusiastic person committed to a career in development outgoing with strong Organizational and communication skills a team player with a proven ability, to deliver results in a fast-paced work environment and prioritize and handle a variety of tasks, and meet established deadlines.

PROFESSIONAL SKILLS

Proficiency in computer applications

Like (Ms word, Ms Excel)

Data Entry/collection

Computer Troubleshooting

Excellent team working skills, good organizational and social skills

Highly organized with a good time management skills

Ability to write reports and proposals

SOFT SKILLS

Public Speaker

Good communication skills

Teamwork

Solving critical problems

Willingness to learn new things

HARD SKILLS

Time management

Computer Skills

Flexibility

Multitasking

Resilience

Information interview & group Discussions

LANGUAGES

Somalia

English

Arabic

EDUCATIONAL BACKGROUND

2012-2019:

SECONDARY SCHOOL AT

HAYAAN

2019-2023:

Bachelor Islamic Banking Finance
DARUL HIKMAH UNIVERSITY

2017-2019:

Diploma in Computer Applications and Repairing
Seacor Institute of technology

2020-2020:

Diploma in Graphic designer At
DARUL HIKMAH UNIVERSITY

2022-2023:

Diploma in Social Media Marketing At
Great Learning

2020-2021:

Diploma Of CCTV
DARUL HIKMAH UNIVERSITY

15 July to 06 August 2019 Certificate of
Participation has successfully completed
These seminars

- Team Work ● Time Management
- PC TROUBLESHOOTING ● MULTIMEDIA
- OFFICE APPS

COMPUTER SKILLS

Graphic designer

Ms Word

Ms PowerPoint

Ms Excel

Photographer & Videographer

Computer Troubleshooting

Windows installations

Pasword Cracking

Recovery Data lossing

SUMMARY OF SKILLS

In working of community
development

I am very flexible and can adapt
to work any environment.

Have problem solving ability

Good in interpersonal skills

Very Good in interpersonal skills

Self-driven, team player
and fast learner.

Able to plan organize and prioritize

Self-driven, team player
and fast learner.

Good communication skills

REFERENCE

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