AMWAJ A. ALMAIMANY

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OBJECTIVE

Enthusiastic, energetic and a keen professional with exceptional technical analytical, and problem solving abilities. Seeking career advancement in a professional environment that utilizes my proficiencies and creativity, to step forward based on the guidance of my team and the skills that I have acquired over the years at university and my professional career. Finally, my objective is to grow and constantly learn by taking on new challenges and opportunities.

EDUCATION

2010 – 2015:   Bachelor of Science B.S. in Computer Engineering
Prince Mohammad Bin Fahd University (PMU)
Focus: Computer Engineering, IT, Communications, and Math
GPA: 3.53/4.0 (Third Honors)

WORK EXPERIENCE

2021 – Present   Administrative assistant in college of Computer Engineering and Sciences (CCES) at Prince Mohammad Bin Fahd University, AlKhobar

- Present a professional, helpful atmosphere and positive attitude for students, staff, visitors and callers.
- Provide student and faculty services by greeting students and faculty, answering incoming calls, and directing as needed and/or providing appropriate information and successful resolution of routine administrative issues
- General administrative support for CCES college events and activities.
- Supported and assisted in ABET and NCAAA accreditation & documentation process for all CCES programs.
- Provide administrative support to the CCES dean, chairs, faculty, and generally to the program, including the maintenance calendars, collection and compilation of data, preparation of correspondence and other materials, operation of standard office equipment (copier/fax machine/scanner), supply ordering and inventory, as well as the processing of requisitions and other requests.
- Maintain up-to-date knowledge of college procedures and regulations.
- Maintain student records, update participant files and information as needed.

2020– 2021   Co-Owner and CEO of an online Indian cuisine in the Philippines

- Sales management and social media management
- Handling team conflicts
- Streamlining operations
- Ensuring and measuring guest satisfaction

2018 – 2019   Vocational IT Instructor in diploma network & system support department at Interserve Learning & Employment International (**IELTS Score**: 6.5)

- Train Diploma (IT) students on IT, Network Support, and System Support, including various topics such as:
    - Operating systems
    - Troubleshooting and solving hardware and software problems
    - Network design, installation, and configuration
    - Hardware and system installation, configuration, and maintenance
    - Data encryption
    - Network and system security
- Train Diploma (Guest Relations) students in Database Design and Management with MS Access and
- Supervise students' technical (hardware and software projects)

2016 – 2017   Computer Teacher and IT Consultant at Bayan Garden Schools

- Teach IT classes to elementary and middle school girls
- Train students on programming JavaScript, HTML, and Python via interactive learning and educational gaming.
- Connect and fixing hardware devices on the school premises
- Troubleshoot IT issues and providing solutions for both hardware and software
- Conduct STEAM lab classes, by assisting in design and printing using laser cutter
- Assist management in conducting surveys, translation of documents, and any other odd tasks assigned.
- Design with CorelDraw and worked with laser cutter
- Manage and supervised Arduino projects with students for Make Faire at Bayaan Gardens School
- Assemble and operate Meccano robots

2015   COOP trainee at Saudi Aramco as a network engineer in Communication Engineering & Technical Support Department (June 3 –August 27)

2015   Part time Math tutor at Prince Mohammad University for 3 months.

2013   Worked with Crispy Science for a week in the "Makey Makey" event at
               Rowad Alkhaleej   International schools (RAIS) in Dammam on December

2013   Worked with Crispy Science for a week at the International
               Programs Schools (IPS) in AlKhobar on October

2011- 2013 Calculus and Ordinary Differential Equations Tutoring in PMU

2009 - 2011 Tutored English and Math courses for 3 years in my house

TECHNICAL & COMPUTER SKILLS

- Programming: C++, Python, basic JavaScript
- Web Page Design: HTML, Wordpress
- PC imaging
- Database Design & Management: SQL, MS Access
- Graphic Editing: CorelDRAW
- Operate laser cutter
- Communication & Network Engineering
- Installing and configuring software programs and applications
- Hardware assembling
- Computer imaging
- Join computers to a domain
- Packet Tracer
- Knowledge in Arduino and Raspberry Pi kit
- Solving software and hardware errors and problems
- Microsoft office (Excel, Word, PowerPoint)
- Operating Systems: Windows, Linux, Mac
- Files and e-mails management
- Build Electronic Circuits
- Operate Meccano robots
- Data Communication & Network Management
- Team Viewer

STRENGTHS

- Ability to work in a diverse workplace
- Oral & written communication skills
- Critical Thinking
- Professionalism
- Leadership & Teamwork
- Time management
- Excellent listener
- Quick learner
- Creative & Intuitive
- Attention to details
- Independence
- Eager to learn and experience new things.

LANGUAGES

- Arabic**:** Native
- English: Fluent
- Urdu
- Tagalog (Filipino)

CERTIFICATIONS, HONORS & AWARDS

2021 – 2022 Appreciation certificate from PMU for the contribution and support in achieving ABET accreditation

2018 – 2019 Appreciation of Service from Interserve Learning and Employment Female Technical College

2019 Obtained Teaching qualification from City & Guilds, the leading provider of vocational qualifications in the UK

2016 Obtained Teaching qualification from Ministry of Education

2016 – 2017 Appreciation certificate from the director of Bayaan Gardens School in recognition of outstanding contribution in the school Maker Faire

2015 Certificate of recognition for completing COOP training program with Saudi Aramco

2014 - 2015 Awarded with Gold Medal for having the1st place in Basketball Championship at PMU for 2 years in a row

2010 - 2015 Government University Scholarship

2015 Awarded with certificates for attending AStepAhead Career Fair Conference

2012 - 2013 Dean's list honor student at PMU

June 2011 Honored for participating and developing a project called "Hi - LO Game" in the Second Annual Science Week 2011-2012 at PMU

2007 Honored for a simple invention by King Abdul-Aziz & his Companions' Foundation for Giftedness and Creativity

CAMPUS ACTIVITIES

2013 - 2015 Member of PMU Basketball team and participated in Basketball Tournaments for 3 years

2015 Vice President of the Rays of Creativity Club at PMU

2012 – 2015 Co-Founder of the Rays of Creativity (ROC) club at PMU

June 2011 Participated in a group project for the Science week in Prince Mohammad bin Fahd University, the project was a computer game designed by using C++ program.

REFERENCES

Will be made available upon request