

RAED ALTAKI

3975 Grand Park Dr., Mississauga ON, L5B 0K4

Phone: (647)270-7755

Email: raed.simon@gmail.com

Portfolio: <https://raedaltaki.github.io/>

OBJECTIVE: Web Developer

SUMMARY OF QUALIFICATIONS

- Holds a bachelor's degree of Computer Engineering
- 3+ years of experience in Information Technology Support, maintaining and troubleshooting and user help desk
- Certificate of coding and web development from university of Toronto
- Certified Oracle Database SQL and project management professional PMP-PMI
- Technical Skills: HTML5, CSS3, JavaScript, AJAX, JQuery, Bootstrap, MomentJs, C#, GIT, SQL, VS code
- Strong analytical, problem solving and communication skills
- Capable of working in a team, as well as independently

HISTORY OF EXPERIENCE

Control & Instrumentation Project Coordinator

Nov 2017 – Jun 2020

Consolidated Contractor Company (CCC) – Kuwait

- Successfully completed instrumentation work in assigned project units in the green and brown fields within scope, schedule, budget and quality including:
 - o Installing of instruments, stanchions, junction boxes, frames and panels as per P&ID and location drawing
 - o Pulling and dressing under/above ground cables and installing of cable trays in the best available routes
 - o Glanding and terminating instrument cables using wiring termination diagram
 - o Installing impulse tubes and pneumatic airline system for instruments and control valves
 - o Installing Fire and Gas system using coordinates to ensure a high level of quality and safety
- Achieved mechanical project completion and pre-commissioning with loop-checking team without lost-time injuries
- Managed project documentation, reports, material take offs (MTOs) and material issue voucher requests

IT Support Engineer

Jun 2014 – Oct 2017

Consolidated Contractor Company (CCC) – Kuwait

- Maintained the stability of the network by monitoring and resolving all IT issues in a timely fashion - including troubleshooting, incident investigating and root cause analysis
- Provided technical support and assistance to end users in person and via telephone, email and through tickets within the company head office and remote office locations
- Successfully assisted more than 100 users with the installation and configuration of desktop/laptop computers and peripheral equipment and software within established standards
- Managed active directory, user accounts, emails, access privileges and servers using Microsoft windows server
- Configured network devices like network printers and scanners and gave access for users
- Successfully completed building the network for site offices including installing racks, servers and switches and pulling the network cables
- Managed records keeping for all IT devices with their status in IT inventory

EDUCATION & CERTIFICATION

- Certificate of **Coding and Web Development** Expect May 2020
University of Toronto – Canada
- Bachelor of Science in **Computer Engineering** 2014
Jordan University of Science and Technology – Jordan
- **Certificates:**
 - Project Management Professional (PMP) 2020
Certified through Project Management Institute (PMI)
 - Oracle Database SQL Certified Associate (OCA) 2020
Certified through Oracle Corporation
 - Time Management & Management Stress at Workplace 2017
Awarded by Project Management Institute (PMI) – Kuwait

REFERENCES AVAILABLE UPON REQUEST