CV

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Hathem Hamed Salim AL-Gardani

Personal Details	Omani
Date of Birth	13 March 1990
Place of Birth	Sultanate of Oman-Muscat
Marital Status	Single
Education	2008 – 2009 Ahmed Bin Said Secondary School (AL-Amerat)

Third Secondary certificate

- Pathway is "Science".
- Major Modules are
(Arabic, English, Physic, Chemistry, Biology and Math).

Qualifications   20012- 2015   Osmania University   India

Bachelor Degree of E-Commerce

- Affiliated with the University of Luton, United Kingdom.
- Graduation Project: Registration System For Wadi Hatat Institute.
- Major Modules are:

  - Business Economics. I & II
  - Financial Accounting I & II
  - Business ORGN.Managment
  - Fund. Of. Technology
  - Fund. Of E-Commerce. I & II.
  - Advanced Accounting- I & II
  - Business Statistics-I & II
  - Banking LAW & Practice
  - Taxation-I &II.
  - C Programming & C++ Programming
  - Capital Markets And Fin. Sys.
  - Web Tools.
  - Database Management Tools.
  - Environmental Science
  - Corporate Accounting I & II
  - Cost & Mgmt.Accounting I & II
  - Business Law I & II
  - Auditing I & II
  - Core Java Programming
  - Extensible Markup Lang.(XML)

- Advance Java Programming.
- Server Pages
- Project Report.

Key Strengths

- Ability to operate effectively as a member of a team in completing tasks, solving problem & working towards agreed goals.
- Good communicator with people from arrange of backgrounds.
- High level of common sense and logical thought processes.
- Ability to learn new systems quickly with little instruction.
- Enjoy having responsibility.
- Ability to learn more of the computer industry and its applications.

Specialized Knowledge

- I understand of applications & database management.
- I have Knowledge of Oracle, SQL, and Windows operating systems, with hands-on applications experience. Requires demonstrated proficiency with Oracle's internal mechanisms, SQL, and backup/recovery techniques.
- Knowledge of PC hardware and software systems and understanding of Oracle's database products. I know how to setup, maintain and troubleshoot Oracle databases.
- Ability and knowledge to troubleshoot a wide variety of applications and database management problems as they arise in the workplace.

Computer Skills

- Ability to solve problems of high complexity.
- I have detail oriented with a high degree of accuracy.
- Able to maintain confidentiality and act with discretion.
- I proficiency in various software applications and programs.
- Ability to communicate in English, both verbally and written. Arabic language skills helpful, especially in training others.
- Database (Access, SQL express)
- MS-Dos, MS Windows2000, Windows XP , Windows7….
- Network Administration and configuration.
- Computer trouble shooting and maintenance.
- Microsoft Office Applications (MS Word, Excel, Access and Power Point)

Oracle Financial course

Other Courses

Computer Basics- Microsoft Office   course

English Language course

Computer (Windows office Applications)

Financial Accountant course

Purchase Management course

Human Resources Management course

Typing course (Arabic & English)

Secretarial course

Administrative skill & Customer Services course

Languages   Arabic (Speaking, Writing and Reading).

English (Speaking, Writing and Reading).

Experience   **Training**
1. Maintain and repair Hardware.
2. Software Installation.
3. Improve my communication skills with senior and other employees. Also, good analytical and problem solving skills.

Additional activities
- Work as a team, in order to improve our knowledge and experience in modules, which I have learned.

Hobbies   Football and using Internet,

References

Availability upon request.