

# Noor Al-Battashi

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# 2017

I am very interested to apply for a position in your organization, where I'm sure I will have a really good experience and amazing career. I graduated from Middle East Collage with a bachelor degree in Data communication and system administration with honors.

I am confident in my experience, knowledge and skills to get this job in your organization. I have attached my resume and I look forward to discuss my qualifications with you.

Thank you for your time and consideration.

Warm regards,

Noor Al-Battashi

## INFO



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## SOCIAL MEADIA



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## CAREER OBJECTIVE:

A graduated student from Middle East College with bachelor degree in Data Communication & System Administration, I am keen to utilize my gained knowledge, skills to add value to the standards and quality of an organization, and also to get more knowledge from the organization to increase my experience and awareness.

## EDUCATION:

Summer 2002 – 2005 had English and computer course.

Summer 2008 had an English course in polyglot September

2009 – Graduated with diploma from high school at shatti AlQurm School

2009 – 2015 studying at MEC to get Bachelor

2017— CCNA course at polyglot

## WORKING EXPERINCE:

20th January, 2013 – 18th April, 2013:

Worked as an administrative assistant in Authority of Electricity regulation-Oman and help with my IT knowledge because they didn't have IT department

1 st December, 2013 – 27th February, 2014:

Worked as media and relations assistant in Authority of Electricity regulation-Oman and helping the IT department.

6th April, 2015– 7th July, 2015:

Worked as media and relations assistant in Authority of Electricity regulation-Oman and helping the IT department.

1st January, 2016 - 9th March, 2017:

Worked as an organizer in youth vision for events, dealing with members, surveys, planning and analysis.

15 march 2017—current:

Working as IT support coordinator in al-Saleh group of companies, dealing with all kind of IT support for employees.

## **RESPONSIBILITIES AND TASKS IN THE AUTHORITY:**

I was assigned to perform many objectives such as:

- As an assistant for Ms. Amal Al-Zadjali done all the secretarial work such as writing, printing and typing formal letters, send letters, and communicate with companies and corporate offices.
- Installing OS, anti-viruses and any program they needed.
- Fixing computer and printers when needed.
- Event managing and organizing around (5) events one was for whole month in children museum about kids safety, the other was 1 day in Nizwa and another day in Sohar also about kid's safety.
- Helping the IT department with any task they assign.
- More over organized more than 3 press conferences the last one was in 24 June, 2015.
- Organized and managed all the press and media.
- Handled social media accounts

## **RESPONSIBILITIES AND TASKS IN AL-SALEH GROUP :**

Providing support and receive daily complaints from employees from different locations (Ruwi, Sohar, Bidaya, Al-hail, Salalah, Ghala warehouse, Mabeela farmhouse, KOM, UAE) regarding any IT problems they face during work regarding:

- Maintaining the network through checking daily reports from safe gate, web filtering, VPN connection and firewall.
- Create policies in firewall.
- Connecting or disconnecting internet through allowing users pc, laptops and phones.
- Recording every employee complain, request, ticket and incidents in iTop (IT Operational Portal) day by day.
- Maintaining Unifi controller (from ubiquiti) configuring, editing and blocking users.
- Installing operating systems, formation and installing programs
- DHCP
- Remote Desktop issues
- Worked with ERP (enterprise resource planning) which is a management software to allow organization to manage the business.
- Attendance machine, assigning fingerprint manually, update the attendance machine and download logs.
- Provide users Sim cards
- Fax issues.
- Printer's issues.

### **SKILLS:**

- Creative.
- Working with people from different nationalities.
- Team working skills.
- Self-motivated and confidence.
- Can take responsibility for my mistakes.
- Leadership skills.
- Can work under stress.
- Easily merged with people around me.
- Enjoy dealing with different personalities to get experience.

### **IT SKILLS:**

a bachelor project in Design and implement low cost servers using open source software and single board microcomputer, and got A-.

Good in installing different OS such as windows, Linux and Raspbian.

Well-known dealing with microcomputers.

Fast in learning different programs, systems and hardware's.

Excellent in using Word, project, Power Point, Excel and publisher.

Good with dealing with VM-ware

### **LANGUAGES:**

Arabic: mother tongue excellent in spoken and writing.

English: Excellent in spoken and writing. Activates.

Learning new languages: French and Spanish.

### ACTIVITES DURING COLLAGE AND AFTER:

- Presented the best project from MEC in the SQU cloud it exhibition.
- Volunteering in many activates and helped SQU student in designing and implementing project deal with microcomputer and Linux OS.
- Vice-president for health club.
- Organized many kids safety campaign with Authority of Electricity regulation.
- Organized lots of activates like blood donation, Orphan day, open day cancer, HIV/ AIDS and disables marathon.
- Helped lots of college clubs such as: al-Amal Charity group, media club and health club to organize events.
- President of marjan house at MEC.

### INTREST AND HOBBIES:

- Playing play station games.
- Photography.
- Swimming.
- Learning new languages.
- Helping and volunteering.
- Help and motivate people to create path.

### REFRANCES:

- Ms. Maryam Al-Amiri, CEO of Youth vision , 92947393, [Maryam@youth-vision.net](mailto:Maryam@youth-vision.net)
- Ms. Amal Al-Zadjali, media and relation expert, Authority of Electricity regulation-Oman, 99434323.
- Ms. Asfiya Khan, HOD student affairs department, Middle East Collage, 95598258, [asfiya@mec.edu.om](mailto:asfiya@mec.edu.om).
- Mr.Abdullwaheed Al-Masoodi, Vice President of student activities unit, 95976191.
- Mr. Muhammed Jahanzeb Iqbal, Business Development officer, Al-Quds Art Production and Distribution Center ,95503608