

Zeyad Gaber

Computer Technician



CONTACT

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EDUCATION

Intermediate Technical Diploma in Computer Science

Alexandria Advanced Technical School-Mohrembek,Alexandria 2025

Student in Business Information Systems (BIS)

Department of Business Information Systems

Higher Institute for Computer Science and Business Systems - Syouf, Alexandria

Skills

•Front-End Web Development (HTML, CSS, JavaScript)

•Java SE 1 Programming Basics

•Microsoft Office (Word, Excel, PowerPoint)

•HR Recruitment

•Voice Acting & Transcription

•Basic Knowledge of Artificial Intelligence

•Database Management (SQL)

•Data Entry

•Research Paper Writing

•Cold Calling-Real Estate

•Computer Hardware Fundamentals

• Basic Knowledge of Cybersecurity

PROFESSIONAL EXPERIENCE

• HR Recruitment | Dragons Academy Hiring Agency & Call Center

December 2024 - Present

◦ Responsible for sourcing, screening, and recruiting candidates for various positions.

◦ Managed candidate communications and ensured a smooth hiring process.

◦ Worked closely with the team to understand client needs and meet hiring targets.

• Training Session Attendee | Cold Caller - Real Estate Agent at Rapid Gen

January 2025

◦ Completed a specialized training session in Cold Calling for real estate

◦ Gained knowledge of real estate market trends, client interaction techniques

◦ Initiated outbound calls to potential clients to introduce real estate services and generate leads,Collected and updated client information to support the sales and marketing teams.

• Research Assistant (Remote)

April 2024 - October 2024

◦ Collaborated on a doctoral research project focused on the role of information technology in converting conventional banking to Islamic banking in Saudi Arabia.

◦ Assisted in collecting, organizing, and analyzing data.

◦ Conducted literature reviews and summarized key findings to support the research framework.

◦ Participated in discussions and brainstorming sessions to refine research methodologies.

◦ Ensured accuracy and consistency in data entry and documentation.

• Front-End Developer | Freelancer (Remote)

April 2023 - Present

◦ Worked on small to medium-scale tasks and projects, creating user-friendly and visually appealing websites.

◦ Developed and styled responsive web pages using HTML, CSS, and JavaScript, ensuring compatibility across different devices and browsers.

◦ Collaborated with clients to implement their requirements and deliver functional designs with a focus on user experience.

• English Teacher's Assistant

Alexandria, Egypt | September 2022 - April 2023

◦ Assisted the lead teacher in planning and delivering English lessons to students of various age groups.

◦ Prepared teaching materials, lesson plans, and interactive activities to engage students effectively.

◦ Encouraged a positive learning environment to build students' confidence in speaking and writing English.

• Transcription (Remote)

May 2022 - December 2022

◦ Provided high-quality document translation services between English and Arabic, including legal, technical, and business materials, ensuring accuracy and maintaining context.

◦ Recorded professional voiceovers for various projects, including audiobooks, advertisements, and e-learning modules.

◦ Managed deadlines and communicated effectively with clients to meet their specific needs and requirements.

CERTIFICATES

• Computer Hardware Basics

By Cisco Networking Academy

• Introduction To Iot

By Cisco Networking Academy

• Social Media Marketing

By HP LIFE

• Effective Leadership

By HP LIFE

• Cybersecurity Essentials

By Cisco Networking Academy

• Java Se:1

By INTRAST

• English Certicate C1

By Ef Set

• Google Analytics

• JavaScript Essentials

By Cisco Networking Academy

• Business Communications

By Hp Life

• Cybersecurity Threat

By Linkedin Learning

• Introduction to Modern AI

By HP LIFE

Languages

• Arabic : Native Language

• English : Upper Intermediate (B2-C1)