

Zeyad Gaber



Computer Technician

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	Email: zeyadgaber222017@gmail.com			
EDUCATION	<div>Intermediate Technical Diploma in Computer Science</div> <div>Alexandria Advanced Technical School-Mohrembek,Alexandria 2025</div> <div>Undergraduate Student in Business Information Systems (BIS)</div> <div>Department of Business Information Systems</div> <div>Higher Institute for Computer Science and Business Systems - Syouf, Alexandria</div>			
Skills	<div>·Front-End Web Development (HTML, CSS, JavaScript)</div> <div>·Java SE 1 Programming Basics</div> <div>·Microsoft Office (Word, Excel, PowerPoint)</div> <div>·HR Recruitment</div> <div>·Voice Acting & Transcription</div> <div>·Basic Knowledge of Artificial Intelligence</div>		<div>·Database Management (SQL)</div> <div>·Data Entry</div> <div>·Research Paper Writing</div> <div>·Tele Sales- Real Estate & Cold Calling</div> <div>·Computer Hardware Fundamentals</div> <div>· Basic Knowledge of Cybersecurity</div>	
PROFESSIONAL EXPERIENCE	<div><div>• HR Recruitment Dragons Academy Hiring Agency & Call Center</div><div>December 2024 - Present</div><div><div>◦ Responsible for sourcing, screening, and recruiting candidates for various positions.</div><div>◦ Managed candidate communications and ensured a smooth hiring process.</div><div>◦ Worked closely with the team to understand client needs and meet hiring targets.</div></div></div> <div><div>• Training Session Attendee Tele Sales Agent - Real Estate at Rapid Gen</div><div>January 2025</div><div><div>◦ Completed a specialized training session in tele sales for real estate, enhancing sales and negotiation skills.</div><div>◦ Gained knowledge of real estate market trends, client interaction techniques, and effective sales strategies.</div><div>◦ Developed communication skills to engage with potential clients and close deals efficiently.</div></div></div> <div><div>• Research Assistant (Remote)</div><div>April 2024 - October 2024</div><div><div>◦ Collaborated on a doctoral research project focused on the role of information technology in converting conventional banking to Islamic banking in Saudi Arabia.</div><div>◦ Assisted in collecting, organizing, and analyzing data.</div><div>◦ Conducted literature reviews and summarized key findings to support the research framework.</div><div>◦ Participated in discussions and brainstorming sessions to refine research methodologies.</div><div>◦ Ensured accuracy and consistency in data entry and documentation.</div></div></div> <div><div>• Front-End Developer Freelancer (Remote)</div><div>April 2023 - Present</div><div><div>◦ Worked on small to medium-scale tasks and projects, creating user-friendly and visually appealing websites.</div><div>◦ Developed and styled responsive web pages using HTML, CSS, and JavaScript, ensuring compatibility across different devices and browsers.</div><div>◦ Collaborated with clients to implement their requirements and deliver functional designs with a focus on user experience.</div></div></div> <div><div>• English Teacher's Assistant</div><div>Alexandria, Egypt September 2022 - April 2023</div><div><div>◦ Assisted the lead teacher in planning and delivering English lessons to students of various age groups.</div><div>◦ Prepared teaching materials, lesson plans, and interactive activities to engage students effectively.</div><div>◦ Encouraged a positive learning environment to build students' confidence in speaking and writing English.</div></div></div> <div><div>• Transcription (Remote)</div><div>May 2022 - December 2022</div><div><div>◦ Provided high-quality document translation services between English and Arabic, including legal, technical, and business materials, ensuring accuracy and maintaining context.</div><div>◦ Recorded professional voiceovers for various projects, including audiobooks, advertisements, and e-learning modules.</div><div>◦ Managed deadlines and communicated effectively with clients to meet their specific needs and requirements.</div></div></div>			
CERTIFICATES	<div>• Computer Hardware Basics</div> <div>By Cisco Networking Academy</div> <div>• Introduction To Iot</div> <div>By Cisco Networking Academy</div> <div>• Social Media Marketing</div> <div>By HP LIFE</div>		<div>• Cybersecurity Essentials</div> <div>By Cisco Networking Academy</div> <div>• Java Se:1</div> <div>By INTRAST</div>	
			<div>• JavaScript Essentials</div> <div>By Cisco Networking Academy</div> <div>• Business Communications</div> <div>By Hp Life</div>	
Languages	<div>• Arabic : Native Language</div>		<div>• English : Upper Intermediate (B1-B2)</div>	