

# Abdulmajid **AL-SWADI**

Information System Engineer

 Sana'a-Yemen



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## PROFILE

I have outlined some background information about myself below for your consideration. I possess a solid understanding of the skills and knowledge am highly organized, have excellent interpersonal skills, and am well-versed in labor law. I have no doubt that my top-notch attention to detail and thorough communication skills will be an asset to your company. I work well under pressure and deadlines, enjoy working with a variety of people, and have a great attitude. I am looking for a creative, challenging, growth-oriented position.

## Education:

**Sana'a University 2016 – 2019**

-BSC. Degree of Information System

**YALI Institute - 2014– 2015**

-Advanced Diploma in English Language.

**Abu Nashwan Comprehensive- 2013 – 2014**

-High School (Scientific Section)

## Skills:

COMMUNICATION	
CREATIVITY	
TEAMWORK	
LEADERSHIP	
Flexible	
Responsibilities	

## Software:

MS OFFICE	
SPSS	
Kobo collect	
PHP MySql	
Graphics	

## Languages:

Arabic, English and a little Turkish

## Interst:

TRAVEL      SPORT      PHOTOGRAPHY

## Work Experience

**Scientific Research Secretary : I work as Secretary of scientific research and publishing , in the UST {2019 – up to now}.**

- Preparing reports for the Department of Scientific Research and Publication.
- Archiving and documenting these reports with the department.
- Follow up the work of scientific journals at the university in its various stages, starting with receiving scientific articles, reviewing them, referring them to arbitration, accepting or rejecting them and issuing them finally.
- Linking journal's articles to the DOI.
- Checking of the originality of master's and doctoral theses.

**A Computer Teacher :**

Work as teacher for Computer ( Diploma of IDCL and Graphics) in Ambitions Institute (2017 - 2018).

**Data Entry:**

**Work as Data Entry for University of Science and Technology {2020}**

- Enter data to excel sheet and sent it via the internet.
- Check the data and complete the data.
- Archiving the forms that are entered electronically in the archive.
- Any other tasks required by the Direct Manager.

**Network Monitoring officer:**

**work as the member of monitoring** and evaluation the Network at Sana'a University, (2019)

## Training:

**-Telecommunications and Information Technology**

**Union , Republic of Yemen: the fowling workshops:**

-ENTERPRICE RECOURCE PLANINEG "ERP".

-Geomatics Applications & Concepts.

-Cisco International Academy.      -White Piracy.

-Internet Of Things Internet.      -E\_Learning.

-LI-FI" technology.      -Cyber security.

-Internet service in Yemen.      -Android.

**-Training program** (empowering young people with relief and humanitarian work) at 'For life Development Organization' & 'GLFS' in Al-Mahweet **May 2018.**

**- Diploma in ICDL** from EDRAK PLATFORM – **Feb 2020.**

**- Course about - C++** at Nofel for Training in Sana'a **Aug 2016 - Sep 2016.**

**- Course on Project Management Professional (PMP)** at Center for the preparation of Youth leaders in the Ministry of Youth and Sports in Sana'a **2017.**

**- Other training courses...**