Curriculum Vitae

Safar Abdulmuttalib Khojali El Nima

Date of Birth	: **20 Jan 1988 – Oman**
Nationality	: **Sudanese**
Contact numbers	: **+249965788488 /+96894246474**
Email	: safar.it07@hotmail.com
Marital Status	: **Unmarried**
Address	: **Muscat, Oman – Khartoum, Sudan**

Objective:

I am seeking a challenging and progressive career using my inner strengths, professional, skills and creative thinking as well as keep learning new things throughout my career. Also to excel in my field through hard work, research, skills and perseverance as my field is not only a work or a profession; it is more like a life style, passion and a source of joy.

Summary of Qualifications

2013 - 2014	Master degree in Information Technology - Business intelligence.	University of Khartoum (Sudan)
2007 - 2012	Bachelor in Information Technology - degree of honor.	University of Khartoum (Sudan)

Career Certification

2012	Attended RedHat Certified Engineer (RHCE) course at Kiwi Training Centre in Sudan. Training for 60 hours varied from theoretical to practical.
2012	Participated at the workshop on knowledge Management Capacity in Africa (KMCA) in Sudan.

Experience

July to September 2016	Three months experience in Data collection project at Zawawi Company (Oman)
Jan to Mar 2016	Coordinator in Legal Office for two months (Oman)
Mar 2016 to Mar 2017	Business Intelligence in a company specialized with providing services via internet (Oman)
2017	Attended CLFS summer teacher training programme at A'Sharqiyah University - Oman

Technical Skills

- Good communication skills and socially interactive.
- Good English speaking, writing, listening.
- Good team worker and welling to work in team environment.
- Desktop Support, Troubleshoot all technology related issues.
- Installing, maintaining and configuring Computer hardware and peripheral equipment like Printers, copy machines, Scanners.
- Office Application: Word - Excel - Access - PowerPoint - Outlook - Publisher.
- Android, IPAD, Blackberry, smart phones configuration and connection with email server or other mail hosts.
- OS Windows XP, 7, 8,9,10.
- IT Asset and Resources Management, Maintain inventory of hardware, software and resources.
- Antivirus, anti-spam application like Kaspersky and Norton Antivirus.
- Software developing (System Analysis).
- Good knowledge about Software System (Financial, Store and others).
- System Administrator Skill.

Key Responsibilities

- **Ensuring an efficient running and operation of the Reception Desk.**
- **End User Support including diagnosis and solving computer software and hardware faults, laptops, printers, PC hardware and software problems.**
- **Installing and configuring new computers hardware operating systems and applications. Repairing equipment and replacing parts.**
- **Maintain and monitor asset management inventory including desktops, equipment, consumables supplies (toners, adapters, etc.), and software licenses.**
- **Provide the level 1, 2, 3 supports to the client and follow up with the task.**
- **Built and maintained vendor relationships and managed the purchase of hardware and software products.**
- **Develop and maintain documentation of technology and support best practices.**
- **Initiated and implemented improvements in all areas of IT responsibility.**
- **Proficiency in writing and editing technical reports.**

ACTIVITIES

- **Learning English language to be professional.**
- **Self-motivated and ambitious.**
- **Good interpersonal and communication skills.**
- **Able to work under pressure.**
- **Team working abilities.**
- **A wiliness to learn.**
- **Able to travel anywhere if the work needs that.**
- **Fully aware of all Health & safety legislation relating to office work.**
- **Accept and adhere to the need for strict confidentiality.**

Languages
- **Arabic (native language)**
- **English**

References

Dr. Absher Mahmoud GasimElseed Lecturer at Sultan Qaboos University – Muscat (Oman) Tel: +96899811092	Ms. Nafisa Mohamed Alageb Teacher at Sudan University – Khartoum (Sudan) Tel: +249913614126