

## Personal data

Name: Ethar Inam Mahdi

Address: Baghdad, hay Al-Adl

Date of birth: 03/18/1985

Marital status: married

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## Qualifications

- She holds a Bachelor's degree in Computer Technology Engineering, from Al-Ma'moun University College in Baghdad, Iraq, in 2009.

## Certificates and courses

- International Computer Driving License (ICDL). / Qatar Info Center Institute
- International Protocol and Etiquette Certificate / Al Jazeera Media Institute, Qatar
- Full proficiency in all modern information technology programs
  - Full proficiency in programs (IOS , Application developer , and android and smart TV)
  - Full knowledge of all infrastructure programs and readiness for full development

## Practical experiences

- I worked in issuing contracts for projects / saving, organizing and managing projects, managing the agenda and appointments for the Information Technology Department.
- Communicating with companies that supply electronic devices, and communicating by sending all reports and circulars directed by the Ministry to the concerned department.
- I worked as a volunteer at the Qatar Red Crescent Foundation, organizing events

- Developing internal networks to improve performance
- Protecting and ensuring the security and privacy of networks and computer systems
- Training and providing guidance to employees on how to operate new programs and electronic devices
- Follow up and update the various versions and renew the license to use them
- Follow up and conduct error detection and repair operations
- Follow up on everything related to technical support and licenses for all systems and equipment before expiration.
- Archiving all documents related to the administration and the IT department.
- I worked as a “computer trainer” providing training courses on information technology, during the period from 2018 AD to 2021 AD.
- I worked as an “information technician” in the Ministry of Higher Education in the State of Qatar in the maintenance unit, computer services, project organization and management of departments, during the period from 2013 to 2021.
- I worked in the Public Relations Department to organize international events, openings, and exhibitions, participate in receptions, and build communication, as I hold a protocol and etiquette certificate from the Al Jazeera Media Institute in the State of Qatar.
- The “Team Leader” worked in services, communications, and dealing with the public and institutions to provide inquiry services and find solutions to all problems at Hamad International Airport during the period from 2010 AD to 2012 AD. .
- I taught training workshops for employees in governmental and non-governmental agencies for the Information Technology Department
- I worked in organizing sales with high efficiency and effectiveness for two years in sales, corporate contracts, and corporate account management, striving to benefit from strong

negotiation skills and extensive knowledge of products to form the largest commercial sales organization or group of companies.

#### Personal skills

- . Dealing with all technology devices in an advanced and excellent manner and all modern computer devices
- I have the ability to work, learn and develop myself in an excellent way.
- Working under pressure, in all circumstances.
- The ability to absorb any work in many specializations.
- The ability to innovate and develop in many of the works that I do.
- Working in a team spirit and joint cooperation.
- Appearance and good manners.
- Able to communicate with people of different ages and cultures.
- Organizing and prioritizing work effectively.
- I have an excellent method for solving all problems that an employee encounters
- Collaborate with sales and marketing team leaders to determine the best products to promote

#### Languages

- Arabic: the mother tongue.
- English: Excellent

#### Career Objective

I seek to work within a leading organization that seeks to develop its employees so that I can add a lot to the organization, and so that I can apply my academic qualifications and practical experience, in addition to benefiting from and enhancing my personal skills in addition to achieving a new achievement and adding value to the organization.

Thank you for reading my bio