

Omar Adel Azmy Abdel Naby Ramadan

[moraazmy7@yahoo.com](mailto:moraazmy7@yahoo.com)

[moraazm78@gmail.com](mailto:moraazm78@gmail.com)

[oazmy@petromaint.eprom-midor.com.eg](mailto:oazmy@petromaint.eprom-midor.com.eg)

(+2) 01117337411 - 01223144971

Miami, Alexandria

## 1- PERSONAL DETAILS

**Date of Birth:** - 14/04/1988 .

**Languages:** - 1st Arabic, 2st English (Both writing & speaking).

**Nationality:** - Egyptian .

**Health:** - Excellent .

### Academic Qualifications

**University name:** - High Institute for Computer & Information System .

**Dates attended:** -2006- 2009 .

**Qualifications:** - Bachelor In Management Information System .

**Estimate:** - Good .

### Personal skills:

#### Data Entry .

- A confident and reliable IT support specialist with extensive practical experience of working with computers and resolving any support issues that are raised to the service desk.
- Possessing a proven ability to administer and control the operation, configuration and maintenance of computer based information systems, as well as having an eye for detail and able to multi-task under pressure.
- An excellent communicator can relate well with people at all levels and has the flexibility of working.
- Now looking to further an already successful career by working for a ambitious and expanding company .

### Interests & Activities:

Reading, sport and traveling.

## 2- KEY COMPETENCIES AND SKILLS

### PROFESSIONAL SKILLS

- Supporting users and network administrators over the telephone and by email.
- Management of the daily data backup and retrieval scheme.

- Installing and operating Windows desktop operating systems.
- Supporting users and network administrators to resolve Problems Oracle by telephone and email.
- Experience of maintenance computer, Scanner and Printer's.
- Supporting users for Daily meeting using skype for business and Microsoft Teams.
- Experience of Microsoft system center (SCCM).
- Experience of Microsoft Windows 95, 98, Xp, Vista, 7, 8 ,10 and 11.
- Experience of Microsoft office 2000, 2003 , 2007, 2013 and 2016.

### 3- EMPLOYMENT AND CAREER HISTORY

#### Data Entry

Petromaint.

(MIDOR Refinery Site).

**From Sep 2016 till now.**

### 4- MAJOR ACHIEVEMENTS

- Upgraded Old Pc's.
- Assisting the network manager in Renew Old Network for new building Tcf (1,2,3,4) , Warehouse , Helicopter ,and operation Building.
- Network design for the fire station and safety building.
- Help to add Technip building, Wastewater building, store chemicals, workshop and Gate for the new network.
- Assist in the renewal of Network Switches.
- Help to end the annual inventory of computers.

### 5- TRAINING ATTENDED COURSES

- Certificate of Accomplishment (student summer course) By Alexandria Petroleum Maintenance Co. In July 2007 & August 2008. ( IT Department)
- Certificate of Accomplishment (student summer course) By Middle East Operation & Maintenance for Hydrocarbon Industries "MIDOM" In August 2006, August 2007 & July 2008. (IT Department).
- Certificate in English (Successfully Completed the Training Program) in the Arab Academy for Science and Technology.
- Certificate in ICDL (Successfully passed all Modules)
- Certificate in CCNA (Successfully Completed the Training Program) in the Arab Academy for Science and Technology

#### REFERENCES:-

References are available on request.