

Amin Mohammed Alsharafi C.V.

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PERSONAL INFO.	Birth :	hajjah-Yemen, 1981
	Gender :	Male
	Marital Status :	Married
	Nationality :	Yemeni
	Resident of :	Yemen

OBJECTIVE			
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EDUCATION	Sana'a University	yemen	2003-2004
	Degree: B.Sc. in Computer Science from Sana'a University, Faculty Science,		

Training	Technical Courses Attended	
	<i>دورات تقنيہ تم دراستها</i>	
	Microsoft Certified Systems Engineer (MCSE2003) 7courses(280 hours):-	UST- Yemen - 2006
	- Implementing & supporting Microsoft XP Professional	40 hours
	- Managing and Maintaining a Microsoft Windows Server2003 Environment	40 hours
	- Implementing, Managing, and Maintaining a Microsoft Windows Server 2003 Network Infrastructure	40 hours
	- Planning, Implementing, and Maintaining a Microsoft Windows server 2003 active Directory Infrastructure	40 hours
	- Implementing Microsoft Internet Security and Acceleration Server 2004(ISA)	40 hours
	- Planning and Maintaining a Microsoft Windows Server 2003 Network Infrastructure	40 hours
	- Designing Security For Microsoft Network	

	Cisco (CCNA)	Ultimate institute 2009 80 hours
	Database administration1&2 11G	Executrain institute 2012 80 hours
	Unix Sun Solaris (Essentials & admi1 & admin 2)	Executrain institute
	Cisco (CCNP)	Executrain Institute 2014
	English (reached intermediate levels)	Yali institute 2007
	Civil Society Courses Online with Certificates	
	The developmental role of civil society الدور التنموي للمجتمع المدني	
	Institutional building and good governance البناء المؤسسي و الحكم الرشيد	
	The role of technology and databases in civil society organizations دور التكنولوجيا و قواعد البيانات في منظمات المجتمع المدني	
	Build Better Responding in humanitarian affairs from humanitarian Academy at Harvard نحو بناء استجابة انسانية افضل	
	Humanitarian Needs Assessment from humanitarian Academy at Harvard	
	Diploma in Human Resources - Revised 2017	
	Member of Inter-Agency Network for Education in Emergencies (INEE)	

Civil society Experiences	خبرات عمل المجتمع المدني NGOs Skills		
	<ul style="list-style-type: none"> - Secretary General of the Scientific Society for Mathematics and Computer through my College Studying (from 2001 – 2002) - الأمين العام للجمعية العلمية للرياضيات و الحاسوب من ٢٠٠١-٢٠٠٢ - a Founder Member for the (Life & Peace Coalition) as well as Coordinator & public relations Manager عضو مؤسس في ائتلاف الحياه و السلام - The founder of Life Flow For Peace & Development 		

	<p>Organization مؤسس منظمة سريان الحياه للسلام و التنمية</p> <ul style="list-style-type: none"> - Firm knowledge in the best Grant Management systems (GMS for UN OCHA , UNHCR Partner Portal Grant System, Usaid , Mepi , MENA-Grants, Globalgiving , SAMS Domestic for managing federal assistance awards , dfid , European Civil protection and humanitarian aid operations grants system (PADOR System) , Grand Challenges Canada , UN OPS , Humanitarian Grand Challenge Grant System) - Good knowledge in U.S. Government's System for Award Management (SAM) - Member of international humanitarian ID site - Member of ICVANETWORK - Member of the EU platform for development community - Firm knowledge in Activityinfo system - Firm Knowledge in Humanitarian roles and principles and all fields which related to - Firm Knowledge in dealing with grants - Firm Knowledge in Early Recovery - Member in urban-response international group - Member in Global Innovation Fund for announcement About international Funds in whole different fields (development , humanitarians ,etc.) from whole the world - Member in civicus organization - Firm knowledge in Social Media Management and marketing - High ability to build quick relations and partnership and networks - NGOs Capacity Assessment by OCHA Standards
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Programing and web development and Social Media Skills	
Social Media Skills	<ul style="list-style-type: none"> Firm knowledge and high experience in creating and managing social media accounts, manning dynamic content and responding to public enquiries
	<ul style="list-style-type: none"> Firm knowledge and high experience in Planning, gathering and writing content in social media channels
	<ul style="list-style-type: none"> Good experience in translation of media content in both English and Arabic
	<ul style="list-style-type: none"> Have high creativity in finding new forms of content for online advocacy
	<ul style="list-style-type: none"> Firm knowledge and high experience in developing and delivering social media strategies and products
	<ul style="list-style-type: none"> Have good sense to write and identify new stories and maintain accuracy and quality content
	<ul style="list-style-type: none"> Have good experience in the communicating and interacting with a wide range of audiences and interlocutors
	Programing and web development
Visual Basic	
Git	
SQL fundamentals and relational database design concepts	
Access	
HTML	
GoDaddy Templates tools	
Designer tools	
TECHNICAL SKILLS - Maintenance الخبرات التقنية – صيانة كمبيوتر	
	<ul style="list-style-type: none"> - Installing and troubleshooting operating system win 95 , 98 , me , 2000 , xp , 2003 , vista, win 7 تحميل و صيانة جميع أنظمة التشغيل
	Firm knowledge on dealing with Data processing programs (office (Excel , Access)) and others
	- Firm knowledge on dealing with 3 rd party clone Image (make image such as Norton ghost and others) and make stander image works with all different types of motherboards (Intel - gigabyte- asrock - boistar - msi and others)
	- Firm knowledge on detect and discover (viruses , worms , Trojans) by manual and analysis it and make batches for remove it and repair their effect
	- Firm knowledge of configuration & troubleshooting Printers hp and Epson and others
	- collect & construction paces of computers

TECHNICAL SKILLS - Networks الخبرات التقنية شبكات الكمبيوتر	
	-Computer Networks Installation & Configuration by using different media (UTP , wireless). خبرة في تركيب و إعدادات الشبكات السلكية و اللاسلكية
	- Wireless Networks Implement and configuring.
	- 3com Switches Configuration & administration خبرة في إدارة و إعدادات السويتشات
	- Cisco Switches & Routers Configuration
	- Installing , Configure & Administer Microsoft Windows Server Update Services 3.0 (WSUS) خبرة في تجهيز و إدارة و إعداد سيرفرات التحديثات
	-Installing , Configure & Administer ISA 2004 Server.
	-Installing , Configure & Administer MS Exchange Server 2003. خبرة في تجهيز و إدارة و إعداد سيرفرات المراسلات الإلكترونية
	-Installing , Configure & Administer DNS Server. خبرة في تجهيز و إدارة و إعداد سيرفرات نطاقات الأسماء
	-Installing , Configure & Administer DHCP Server.
	-Installing , Configure & Administer FTP Server. خبرة في تجهيز و إدارة و إعداد سيرفرات نقل الملفات
	-Good knowledge in programming administrative templates (adm files)
	- Good knowledge in programming network scripts and PowerShell
	-Good Knowledge in Network Security
	- Good Knowledge in Management GFI.LANGuard.Scanner (Network security scanner- Vulnerability management - Patch management)
	- Good Knowledge in Management GFI Endpoint Security (Portable storage & device control)
	- Firm Knowledge in Management GFI Webmonitor (Web monitoring & filtering)
	- Firm Knowledge in Management Kaspersky administration kit(anti-virus)
	- Firm Knowledge in Management ePolicy Orchestrator 3.6.1 Console (MacAfee anti-virus Enterprise)
	Good knowledge in Install , Configure & Administer remote access programs (dameware - remote administration - remote desktop - remote assistance)
	- Firm knowledge in Install , Configure & Administer Network Monitor Programs :- <input type="checkbox"/> Whats'Up <input type="checkbox"/> 3Com Supervisor <input type="checkbox"/> Solar Winds LANSurveyor)
	Good knowledge in Install , Configure & Administer Virtualization machines programs :- <input type="checkbox"/> Virtual pc <input type="checkbox"/> VMware workstation <input type="checkbox"/> VMware converter

Done Projects	Internet coffee system by using VB Language with Access db
	Polygamists visa system and dwelling by using VB Language with Access database used by Al-hashmey company
Work Experience	<p>Life & Peace Coalition from 5/2015 until now:-</p> <ul style="list-style-type: none"> - Founding member - coordinator and Public Relations Officer - data manipulation & collection & Analyzing - data using MS Excel or MS Access - Communicate with UN Clusters (FSAC , Shelter , Er) and other humanitarian agency and provide them by update information about our activities - Archiving and Documentation our activities and data and publishing the concerned in our face book page <p>Life Flow for Peace & Development Organization :-</p> <ul style="list-style-type: none"> - Executive Director & Researcher & Creative

	<p>University of Science and Technology Hospital IT Center from 1/2008 until now:-</p> <ul style="list-style-type: none"> - MS Exchange Server 2003 administrator - Windows Administrator and managing Active Directory on Windows server 2000 - 2003 - responsible for application clustering servers - Kaspersky Administration Kit and ePolicy Orchestrator MacAfee administrator on the network - Microsoft Windows Server Update Services 3.0 administrator (update operating system on the network by server) - Microsoft Internet Security and Acceleration Server2004(ISA) Administrator - juniper firewall backup of administrator - GFI Webmonitor administrator (integrated with ISA) - GFI.LANGuard.Scanner administrator - responsible for 3com and cisco Switches and wireless monitoring on the network - Re-order the network on the hospital (cabling) - Technical Support network and maintenance - Holds a certificate of excellence in 2008 in the computer management computer - Equ System Admin
	<p>University of Science and Technology IT Center:-</p> <ul style="list-style-type: none"> - network engineer and ePolicy Orchestrator MacAfee administrator on the network (from 7-2007 to 1-2008) - Deputy of head Technical Support department (7-2006 to 7-2007) - Computer maintenance engineer (7-2005 to 7-2006)
	<p>PC Sana'a Company for computers :- from (2004 to 2005)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Computer Maintenance(software & hardware) <input type="checkbox"/> Collect computers <input type="checkbox"/> Implementation and maintenance networks

LANGUAGES	Arabic : Native language
	English : Very Good command of reading, writing and conversation.