






Suliman Alshabi

Name: Suliman Saif Farhan Qasem Alshabi

Address: Shamlan Street-Sana'a-Republic of Yemen 

Mobile:(+967) 777068544 

Email: Sulimansaif2018@gmail.com 

Birth of date: 27 December 1988

Nationality: Yemeni

Gender: Male

Marital status: Married

PROFILE

I am a qualified Information Technology(IT) with 3+ years of experience of working in Networks installation and administration and computers maintenance .In addition 5+ years of experience of working in HR Management. I am efficacious and confident face to face with clients, and have the ability to solve problems independently. I am looking for an on-site position in any organization.

EDUCATION

- **Bachelor of IT** : Faculty of Computer Science & Information Systems(Thamar University).

- **Graduation Data**: July 2010 .


- **Graduation Project**:

General Investment Authority System(GIAS) using:

- oracle with form builder and report builder .
- application the php&mysql language for web services .

Programming Languages: C, C++,C#,Java, php&mysql , javascript, ORACLE.

WORK EXPERIENCE

60 Street ,Sana'a, Yemen 

Cac Security and Maintenance (March 2014 - date)

- The official system fingerprints and vacations and staff affairs.
- Salaries and wages of employees.
- In addition to work in the areas of specialist system administrator in the Company :Maintenance of computers and networks in the company.

Gamal Street ,Taiz, Yemen 

Taiz Soft (April 2010 – December 2013)

- Maintenance of computers and networks.

SKILLS

- Detail oriented and good record keeper
- Able to draft standard letters and other written communications
- Good time management with ability to priorities
- Able to multi-task in dealing with all three components of the job
- Proven ability to organize work effectively
- Demonstrates adaptability and flexibility in all aspects of working.
- Anticipates outcomes of activities and uses initiative to keep these activities on course.
- Has a good knowledge of the work of department and able to self start
- Written and spoken English essential.

Languages spoken (Fluent): Arabic, ▪ Languages spoken (basic): English.

Job skills ▪ Excellent.

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- Computer literate, including word processing, databases/ spreadsheet use
 - Experience in Administration
 - Service oriented
 - Achieving Results: Organization to Work Effectively; Drive to Achieve Results; Tenacity; Initiative
 - Organizational Awareness; Knowledge Management; Analytical Thinking.
 - Self Management: Managing Emotions; Self Awareness
 - ; Adaptable & Flexible; Respect for Others
 - Working Effectively With Others: Following; Supporting Others; Interpersonal Awareness; Communications; Influencing Others
 - Leading Others: Delegation; Taking Charge
 - Thinking & Understanding: Organization to Work Effectively; Drive to Achieve Results; Tenacity;
 - Initiative.

INTERESTS

When I'm not at work, I love spending time with family, visiting new places, travelling and meeting people. I am also love to searching in internet on news technology . I also love Special Interest in Football, Computer , reading .