

COVER LETTER

Dear Hiring Manager,

My name is Abdulrahman, and I recently graduated from SEGi University in Malaysia. As an Information technology specializing in software engineering, I am currently seeking an internship position as a Software Engineer, IT Technical Support, IT Support Specialist or Help Desk Specialist.

I am looking for the opportunity to learn new skills and gain experience from the staff at the IT department in your company. And being an intern in your company would help me start my career.

I look forward to hearing from you soon, my resume, references, and contact information are attached below, and I hope we can stay in touch in the future if any positions become available. Thank you so much for your time.

Kind regards.
Abdulrahman Qasem

ABDULRAHMAN QASEM

Software Engineer

Recent Software Engineering graduate with fundamental knowledge of software design, development, and testing. I am seeking to utilize broad educational background with excellent analytical, technical, and programming skills to thrive as an entry-level software engineer.

✉ un_r7@hotmail.com

📞 +(966) 53 0624 319

📍 Jeddah, Saudi Arabia

🌐 [linkedin.com/in/abduhrahman-mahdi97](https://www.linkedin.com/in/abduhrahman-mahdi97)

EDUCATION

Secondary School

Al Khandaq Secondary School

2012 - 2015

Jeddah, Saudi Arabia

Bachelor's Degree In Information Technology (Hons)

SEGi University & Colleges

09/2017 - 09/2020

Petaling Jaya, Malaysia

WORK EXPERIENCE

WordPress Developer and SEO Manager

NOVUX Serviced Office

06/2020 - 09/2020

Kuala Lumpur, Malaysia

Achievements/Tasks

- Designing and Building the Website Front-End.
- Designing and Managing the Website Back-End Including Database and Server Integration.
- Meeting with Clients to Discuss Website Design and Function.
- Generating WordPress Themes and Plugins.
- Troubleshooting Content Issue.
- Developing and Implementing Effective Search Engine Optimization (SEO) Strategies.
- Conduct Keyword Research to Guide Content Team.

IT Support Specialist

Federal Solidarity Commercial Service Office

12/2020 - 05/2021

Jeddah, Saudi Arabia

Achievements/Tasks

- Providing IT Assistance to The staff
- Monitoring Hardware, Software, and System Performance Metrics.
- Install and Configure Computer Systems and Applications Within The Company.
- Updating Computer Software. as well as Upgrading Hardware and Systems.
- Support of Windows Based Operating Systems and Microsoft Office Applications.
- Data migration, Email Configurations, and Printers Installation.

SKILLS

Microsoft Office	● ● ● ● ●
Windows Environment	● ● ● ● ●
Troubleshooting	● ● ● ● ●
Software Installation	● ● ● ● ●
Search Engine Optimization	● ● ● ● ●
Technical Support	● ● ● ● ●
WordPress	● ● ● ● ○
HTML5	● ● ● ○ ○
PHP	● ● ● ○ ○
Python	● ● ● ○ ○
C++	● ● ● ○ ○
Flask & Django	● ● ● ○ ○
C#	● ● ● ○ ○

CERTIFICATES

The Bits and Bytes of Computer Networking (06/2021)

AUTHORIZED BY GOOGLE AND OFFERED THROUGH COURSERA

Technical Support Fundamentals (02/2021 - 03/2021)

AUTHORIZED BY GOOGLE AND OFFERED THROUGH COURSERA

Lean Six Sigma White Belt Certification (03/2021)

AVETA BUSINESS INSTITUTE

Lean Six Sigma Yellow Belt Certification (03/2021)

SCRUMSTUDY

The Fundamental Of Digital Marketing (01/2020)

GOOGLE DIGITAL GARAGE

Award of Completion of Oracle Database 11g: SQL Fundamentals Release 2 (09/2019)

ORACLE WORKFORCE DEVELOPMENT PROGRAM

Award of Completion of Java SE 8 Fundamentals (05/2018)

ORACLE WORKFORCE DEVELOPMENT PROGRAM

LANGUAGES

Arabic	● ● ● ● ●
English	● ● ● ● ○