

# AHMAD ABDALQADIR

## **Computer Technician, Administrative Assistant**

Ras Tanura

[ahmad.abdalqadir@outlook.sa](mailto:ahmad.abdalqadir@outlook.sa)

+966 57 010 1557

- Creative
- logical thinker
- Good learner

## Work Experience

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### **Administrative Assistant**

SHQ Est. for General Contracting - Ras Tanura

November 2021 to Present

- Provide administrative support to the office manager, project manager, general contractor, HR, accounting and other management staff.
- Answer incoming phone calls and respond to emails.
- Prepare forms such as change orders, purchase orders, service agreements, and subcontracts.
- Execute clerical and general office duties such as setting up filing systems, data entry, typing, copying, ordering office supplies, and other administrative tasks for special projects as requested
- Book and make travel arrangements for the project management team
- Maintain and order office supplies and coordinates maintenance of office equipment.
- other related duties as assigned.

### **Head of Technical Support Department**

Sudan University of Science and Technology - Khartoum

December 2020 to April 2021

- Direct and coordinate a team of technical support technicians.
  - Assign problems/tasks to technical support technicians.
  - analyze and review logs to determine if problems are imminent and develop solutions before they occur.
  - Analyze situations and determine resources needed to solve them.
  - Approval of purchase orders for computers, spare parts and technical reports.
  - Follow up with faculties, centers and administrations to gauge their satisfaction with problem resolution.
  - complementary role to HR Department
- my duties were the following:
- 1- advertising for new jobs opening.
  - 2- filtering the applications and shortlist the applicants.
  - 3- forming a committee to exam the applicants.
  - 4- prepare and schedule for interviews.
  - 5- maintaining employees records and documents, scheduling their vacations.
  - 6- submitting annual performance reports to HR Department for promotion and annual bonus.
  - 7- prepare overtime and monthly bonus slips.

## **Admissions Assistant**

International University Of Africa - Khartoum

January 2017 to April 2021

- receiving, filtering, assessing applications according to Ministry of Higher Education eligibility criteria.
- Providing consultations with prospective students when requested.
- Referring prospective students to specific program directors for additional information.
- Communicate with applicants about their application status.
- Responding to information requests.
- Participating in (or delivering) info sessions if needed.
- prepare and request of visas for foreign students by communicate with ministry of foreign affairs and embassies and diplomatic missions.
- Communicate with embassies, diplomatic missions, organizations and others regarding their students at the university.
- Execute clerical and general office duties such as setting up filing systems, data entry, typing, copying, ordering office supplies, and other administrative tasks.

## **Computer Technician**

Sudan University Of science and Technology - Khartoum

April 2008 to December 2020

- Installing and configuring computer hardware, software, operating systems, networks, printers, and scanners, etc.
- Create, initiate and develop desktop computing environment.
- Responding in a timely manner to service issues and requests.
- Providing technical support across the University.
- Repairing and replacing equipment as necessary.
- Testing new technologies.
- Determine specifications of requests for purchasing computers and peripherals.

## Education

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### **Diploma in Electronic Engineering**

Sudan University Of Science and Technology - Khartoum, Sudan

October 2004 to November 2007

## Skills

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- Computer Hardware
- Operating Systems
- Administrative Experience
- Microsoft Office
- Technical Support
- Network installation

## Languages

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- Arabic - Expert
- English - Intermediate

## Certifications and Licenses

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### **ICDL**

April 2012 to Present

International Computer Driving License