

Personal Information:

Name : **Muhamad Hamammi**
Date of Birth : 5-1-1995
Place of Birth : Aleppo - Syria
Nationality : Syrian
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Driving License: Yes

Education:

University of Aleppo
Faculty of Agricultural Engineering
- Ruler Engineering Student in the 5th Year

Languages:

	Reading	Writing	Speaking
Arabic	native	native	native
English	Excellent	Excellent	Excellent

Employment History:

- BlankPage Agency (Remotely part time)** From 4/2021 to present
- **WordPress developer**
 - WordPress developer.
 - Manage WordPress store.
 - Build the doing plan of any WordPress site.
- Lava Prints (Remotely part time)** From 6/2020 to present
- **Programming Team leader**
 - Manage Programming team Tasks and organize programming projects life.
 - **WordPress developer**
 - WordPress developer.
 - Manage WordPress store.
 - Build the doing plan of any WordPress site.
- Monastery St. James the Mutilated Relief Team** From 5/2018 to present
- **IT officer**
 - Training other staff members on troubleshooting and diagnosing problems.
 - Resolving problems with networks and other computer systems.

- Installing or changing software to fix issues.
- Remotely accessing hardware or software for clients to make changes and fix problems.
- Provide technical assistance and support for incoming queries and issues related to computer systems, software, and hardware.
- Write training manuals.
- Maintain daily performance of computer systems.
- Ask questions to determine nature of problem.
- Resolve technical problems with Local Area Networks (LAN), Wide Area Networks (WAN), and other systems.
- Follow up with client to ensure issue has been resolved.
- Installing and configuring computer hardware, software, systems, networks, printers and scanners.
- monitor and maintain computer systems and networks.
- talk staff or clients through a series of actions, either face-to-face or over the phone, to help set up systems or resolve issues.
- set up new users' accounts and profiles and deal with password issues.
- work continuously on a task until completion (or referral to third parties, if appropriate).
- priorities and manage many open cases at one time.
- rapidly establish a good working relationship with customers and other professionals, such as software developers.
- test and evaluate new technology.
- Repairing and replacing equipment as necessary.
- secure network systems by establishing and enforcing policies, and defining and monitoring access.
- establish the networking environment by designing system configuration, directing system installation and defining, documenting and enforcing system standards.
- design and implement new solutions and improve resilience of the current environment.

Ahel Al-khair charity

From 3/2017 to 4/2018

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- design and implement new solutions and improve resilience of the current environment.
- Create and manage accounts on Active Directory.
- Provide afterhours support where and when necessary. Internet at home would be ideal for quick fixes.
- Upgrade data network equipment to the latest stable firmware release, configure routing and switching equipment.
- Work with a team to ensure that the projects are complete well.
- communicate with Syriatel in order to provide connection and communication services for the NGO.
- Communicate with Syrian Telecom in order to provide connection and communication services for the NGO.
- Communicate with maintenance companies to keep all equipment's and tools in good manner and up to date.
- Coordinate with consultants and experts to provide extra ordinary services for the IT section.

Free Lancer

From 2016 to present

Aleppo, Syria

- **Web Frontend Developer**
 - Html, Css , JQuery.
 - Bootstrap.
 - Sass \ less.
 - Psd to html.
- **WordPress Developer**
 - Psd to wordpress .
 - Build wordpress site.

Altaalouf charity

3/2016 to 1/2017

Aleppo, Syria

- **Computer maintenance trainer**

- training adolescents on computer maintenance courses.
- elaborating the computer maintenance course program.
- restricting the maintenance tools needed.
- - supervising the acceptance tests of the adolescents.

Education and illiteracy Eradication Association (EIEA)

From 2012 to 2016

Aleppo, Syria

- **IT section manger**

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Al-Mogambo for communication and Mobiles

From 2010 to 2011

- Customer services.
- Supervision on all operations included.

Volunteering History:

United Nations Children's Emergency Fund (unicef)

From 2014 to 2015

Aleppo, Syria

- **A member in Community mobilization Team**
 - Education Department Team Coordinator.
 - Trainer in Wash program.

Syrian Arab Red Crescent – Aleppo Branch

From 2014 to 2016

Aleppo, Syria

- A member in Relief and Assessment.
- A member in Social Psychological Support team.
- A member in Shelter Team.

Education and illiteracy Eradication Association (EIEA)

From 2012 to 2016

Aleppo, Syria

- **Active Volunteer in Hayat Project (Participatory between UNICEF and EIEA).**
 - Participating in the different activities in the project.
- **Program facilitator**
 - Facilitate workshops and sessions for adolescents in the following programs “ Life skills – Little investor Communication Skills and debate ”.
- **IT section responsible**
 - Fixing networks – computers and all IT problems in the NGO.
 - Communicate with maintenance companies to keep all equipment's and tools of EIEA in good manner and up to date.
 - Follow up EIEA SERVER tasks, updates, and copy backups.

- **PR and attraction team member**
 - working on attracting beneficiaries to attend the different programs in the NGO.
- **Member in buying committee in EIEA**
 - Responsible for buying every technical tools and equipment for the NGO.
- **Computer Maintenance Program trainer**
 - Facilitate workshops for adolescents in Hayat Project in Computer Maintenance Program.
 - Facilitate workshops for volunteers in Hayat Project in Computer Maintenance Program.

AL-IHSAN NGO

From 2014 to 2015

Aleppo, Syria

- **A member in Hygiene promotion team in WASH Project (Participatory between UNICEF and AL-IHSAN).**
 - Facilitate workshops and sessions for Child and Women.

Mobaderoon

From 2014 to Present

Aleppo, Syria

- **FADA Project**
 - Active member in FADA Project communication groups for human development
- **Program Trainer**
 - A member in 5d cycle Program Training Team.

Namaa NGO

From 2011 to 2013

Aleppo, Syria

- **Shelter supervisor**
 - Organizing all data concerning various services in the shelter
 - Organizing food kits and delivering them to affected families
- **Activities coordinators**
 - Planning and implementing activities in “ Basmeh and Bassmeh “ Project

IT Experience & Skills:

- WordPress
- Html
- Css
- Javascript
- Bootsrab
- PHP (Sterter level).

- CCNA Routing and Switching.
- Microsoft Certified Solutions Associate (MCSA)
- Microsoft Certified Solutions Expert (MCSE)
- Excellent Experience in Windows Operating Systems.
- Excellent Experience in computers, hardware maintenance, trouble-shooting and software .
- Excellent Experience in IT for 5 years.
- N+.
- A+.

Work Experience & knowledge:

- NGOs and voluntary work for 5 years.
- Documentation and archiving for 2 years.
- Customer service for 1 year.

Training Courses:

Active citizen	Mobaderoon	Tartous 2016
Microsoft Office /Advanced word/	Center of Professional certificates(CPC)	Aleppo 2016
Microsoft Office / Excel/	Center of Professional certificates(CPC)	Aleppo 2016
Ideal Program	Education and illiteracy Eradication Association (EIEA)	Aleppo 2015
Life skills program	Education and illiteracy Eradication Association (EIEA)	Aleppo 2015
Different awareness program	Education and illiteracy Eradication Association (EIEA)	Aleppo 2015
Inter active learning and dealing with adolescents and children skills	Education and illiteracy Eradication Association (EIEA)	Aleppo 2015
Directed playing	United Nations Children's Emergency Fund (unicef)	Aleppo 2015
Computer Maintenance/rapier (tot)	Institut Europeen de Coopération et de Développement (IECD)	Damascus 2015
Effective communication course	New Horizon institute	Aleppo 2015
Development and participation of young people	United Nations Children's Emergency Fund (unicef)	Aleppo 2014
Development of internal system for organization	Marist Institute For Training (M.I.T)	Aleppo 2014
Project Management (5Dcycle)	Mobaderoon	Aleppo 2014
Communication Skills	Marist Institute For Training (M.I.T)	Aleppo 2014

Communication Skills and debate(TOT)	Education and illiteracy Eradication Association (EIEA)	Aleppo 2014
Hygiene Promotion (TOT)	United Nations Children's Emergency Fund (unicef)	Aleppo 2014
Emergencies & Disaster	Aleppo civil defense	Aleppo 2013
6 Hours First aid Course	Syrian Arab Red Crescent	Aleppo 2012

Skills:

- Leadership.
- Ability to deal with people from different social classes.
- Good Communication.
- Negotiation.
- Team spirit & managing team ability.
- Problem Solving.

Computer Skills:

- Excellent Experience in Computer.
- Excellent Experience in Networking.
- Good Experience in MS Office " Word, Excel, PowerPoint, Outlook"

Personal Interests:

- Photography.
- Basketball.
- Planning.
- Computer.