

MUHAMMED LAMIN SANNEH



Contact

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Languages

English - Fluent

Arabic – Good

Mandinka – Native

Wollof – Good

SUMMARY

Inspired Administrator, Graphic Designer, Desk Support Technician and an amateur Web Developer specializing in front end development. Experienced with many stages of the Information Technology cycle for dynamic projects. Well-versed in Microsoft Office and an amateur in numerous programming languages including HTML5, CSS and JavaScript. Strong background in project management and customer relations.

Adept in multi-tasking and an effective team player as well as an equally oriented team leader with the ability for quickly identifying and prioritizing needs and risks to developing suitable solution. Highly flexible and adaptable to changing environments and system. An individual that thrives in a fast-paced environment even whilst steering multiple time-sensitive projects.

SKILL HIGHLIGHTS

- Project management
- Strong decision maker
- Complex problem solver
- Creative design
- Innovative
- Service-focused

EXPERIENCE

Title: **Co-Founder/Manager** - 01/2021 to 07/2023

Company: **Mukhtar Brothers Co. Ltd**, Brikama

- This role required me to be a dynamic, inspirational and enthusiastic professional.
- I was actively engaging in series of activities which include; Administration, Site Supervision, Procurement, Store Keeping etc...

Title: **Manager** - 02/2018 to 01/2021

Company: **Salaam Enterprise**, Gambia College, Brikama

- Cooperate with designers to create clean interfaces and simple, intuitive interactions and experiences.
- Develop project concepts and maintain optimal workflow.
- Work with junior staffs to manage large, complex design projects for corporate clients.
- Supervising the day-to-day activities of the firm.

“ Muhammed has proved himself highly capable of promoting partnerships and collaborative working, and of working as a role model for both clients and staff.”

~ MR. BADJIE -
Manager, Kombo
Stationery & Printing
Services

- Training and monitoring the junior staffs.
- Carry out quality assurance tests on projects to discover errors and rectify them before reaching the actual owners.
- Daily stocktaking of financial transactions of the firm using a self-made excel record sheet.

Title: **CEO** - 02/2017 to 09/2017

Company: **Anwar ITC**, Brikama

- Writing contract proposals for institutions
- Conducting weekly staff meeting
- Supervising the day-to-day activities of the firm.
- Carry out quality assurance tests on projects to discover errors and rectify them before reaching the actual owners.
- Develop project concepts and maintain optimal workflow.

Title: **Desk Support/I.T Officer** - 07/2012 to 05/2016

Company: **Kombo Stationery & Printing Services (KSPS)**, Brikama

- Software Installation
- Design & Print
- Purchase of needed materials
- Typing, proof-reading/editing and printing project works, books etc.
- Advertisement and Sales of available products
- Training and monitoring of junior staffs

EDUCATION

Bachelor of Science: Computer Science – June 2023 – To Date
University of the People, CA 91101, USA

Advance Diploma: Information Technology – July 2011 to Jan 2012
Humanity First Institute for Information Technology, Serrekunda

Diploma: Information Technology – July to Sep 2010

Certificate: Information Technology – July to Sep 2006
Humanity First Institute for Information Technology, Serrekunda

Certificate: High School (Grade 12) – Sep 2008 – June 2011
St. Peter’s Tech. Senior Secondary School, Lamin

CERTIFICATIONS

Best Staff Award: **Kombo Stationery & Printing Services (KSPS)**

Programming Languages: **JavaScript, HTML5, and CSS.**

Microsoft Office: **Word, Publisher, Excel, PowerPoint, Access.**

REFERENCES

Available upon request

“ Muhammed is an inspiring and dedicated I.T personnel who has the ability to push the boundaries of design and creativity.”

~ MR. CAMARA,
I.T LECTURER