

# HISHAM ABD EL MAGID

I solve problems and help people overcome obstacles.

☎ 00971589093150 @ hmttech006@gmail.com 📍 Dubai ⭐ WhatsApp 00971589093150



## SUMMARY

I am a conscientious, professional and honest personal assistant. I have extensive experience. I lived in the Sultanate of Oman for about 28 years of study and work. I have 15 years and 2 months of work experience, which was evident in several experiences, including working in a call center, computer engineer, computer maintenance, hardware and software, electronic archiving, Technical support, and management and accounting and Administrations and customer service and Managing a perfume shop, registering goods, importing and selling , where I am looking for work in a good work environment and with a united work team so that I can benefit from more experience and practical, scientific and material development. I consider myself a good key in work, as I can play in several roles that I can find myself able to cover and enable me to support business owners, hoping for progress, development and obtaining... For support to make working together successful.

## SUMMARY OF JOBS I FIND MYSELF IN WERE AVAILABLE

Customer service in the field of hospitals, entering patient data, making copies of medical invoices, electronic archiving, making pricing and codes for medical materials, and also working in customer service in solving and treating problems, and also working in helping travelers and addressing their problems, working in administration in general.

## EXPERIENCE

### Computer Service & Repair - Computer Maintenance Contract Document

Controller & Office Administration.

Procurement Officer .

Contracts with Dr. Tarig Al Busaidi Lawyer Office .

Contracts with Khalfan Al Hasani Advocates and Legal Consultants Office.

### SAFENAT INTERNATIONAL LLC

📅 06/2009 - 08/2022 📍 Oman

#### 1- WORK EXPERIENCE - Computer Service & Repair - Computer Maintenance Contract.

- As a computer service and repair technician you would install, maintain and repair computer systems and equipment.
- Duties:**
- Installing new IT System and Upgrading existing hardware and software .
- testing systems and servicing printers and scanners and other office equipment & Dealing with suppliers in Dubai, preparing sales and purchase invoices, issuing purchase and shipping orders, and preparing the customer's invoice for delivery.

#### 2- WORK EXPERIENCE - Document Controller.

- Ability to establish and maintain an effective filing and archiving system for paper documents and electronic Documents and files in accordance with company and archiving procedure
- Duties:**
- Scanning in all relevant new documents and Checking dispatch document are accurate.
- Presentation and filing of document and drawings and Responsible for maintaining hard copy information.

## LANGUAGES

Arabic Proficient

English Intermediate

## PLACES OF WORK IN WHICH I LOOK FORWARD TO WORK

Dubai Government, Private and Public Company, Airports, Airlines, Health Care Company, Hospitals and Clinics.

Real estate, Microsoft Company, Insurance Company, Banks and Exchange and all

## TRAINING / COURSES

MCSE 2003 - APTECH COMPUTER

A + - APTECH COMPUTER

## EDUCATION

Digital Logic Engineering

Diploma

📅 2007

Jabir bin Zaid

High School

📅 2002

APTECH COMPUTER EDUCATION

INSTUTIS

📅 2007

## SKILLS

Data Entry computer Operator

Customer Service Administration

Secretary for Lawyer Office

cargo Service Solve Problems

key Player any where Social Flexible

## PERSONAL INFORMATION

duration of stay in Oman 28 years

Sudanese

Male

📅 10/1983 🌐 URL

Married - Muslim

Project name	Title
Omani Woman's Association	Maintenance Contracts 1 years

## EXPERIENCE

### Title

SAFENAT INTERNATIONAL LLC

 Date period  Location

#### 3- WORK EXPERIENCE - Office Administration

- Responsible for all administrative operations within the office, as well as providing general secretarial support to enable smooth and efficient running of the office.
- **Duties:**
- Follow standard company procedures related to all aspects of office performance and Answer incoming calls in a professional manner.
- Maintain consistent levels appropriate and adequate for the office.
- Establishing the fixed needs of the office Processing of the entire payroll on a weekly basis & Managing Payroll and other tasks related to staff wages & Updating databases with confidential and relevant information.
- Coordinate and communicate office activities, including all employee events.
- Register to tender and make invoice and Deal with ALL DELAERS IN DUBAI AS LIKE : MICROSOFT WINDOS, NORTON ANTIVIRUS, KASPERSKY , MICROSOFT OFFICE ,HP , DEEL, TOSHIBA

Project name	Description
Al Muheet Institute	Purchase Desktop with Install windows and office and Programs'

### Title

SAFENAT INTERNATIONAL LLC

 Date period  Location

#### 4- WORK EXPERIENCE - Procurement Officer

- Responsible for ensuring that invoices are processed and Paid on time.
- **Duties:**
- Processing invoices coming into the business and Checking the invoices for purchase order number or authorization.
- Submitting remittance to companies and informing them of pay dates.
- checking bank account and company information for any new payees.
- General Admin and Collating the invoice in correct date to ensure that they are paid within the allocated time & Resolving any issues that arise throughout the department & Responsible of company accounts by using excel sheet and follow up purchases and expenses and staff salaries and operations of depositing checks and withdrawing and prepare delivery not and monthly report of the financial status of the company.

Project name	Description
wadi hatat computer institute	Teaching a course in computers, Word, and Excel, and preparing an exam



## EXPERIENCE

### Title

SAFENAT INTERNATIONAL LLC

📅 Date period 📍 Location

#### 5- WORK EXPERIENCE - Dr.Tarig Al Busaidi Lawyer Office.

##### Duties:

- working as administrative department in the office and translate the case from customer to lawyer to get the main point for work.
- Reload persistent reports Majan Electricity Company and Mazoon Electricity Company and Shell Petroleum Company Open a new file to the customers and the work of agencies and archive files for them Attorney's program that you developed in proportion to the lawyers and the clients requirements and update the start of the open end of the administration.
- Assist lawyers in organizing the schedule of meetings on a weekly basis and follow up with them on a daily basis.
- Responsible for receiving emails of the Department of insurance company AXA Insurance Company of India and the US Insurance Company and the company's Oman United Insurance, where the tasks are.
- Summarized as follows:
- Follow-up to the lawyers & their cases and follow-up branches to update data on a daily basis to send its report to the insurance consultant in our Office to update issues for insurance companies, and respond to questions from companies and coordination with the lawyers to bring the decisions of the court doc and Starting the verdict of even receiving the original sentence. Follow-up issues update and work monthly report and annual.
- Receipt of the issues of the minutes of the special insurance court and sent to the company and affiliates own office and inform all applicants of the documents provided or attached to them and coordination with insurance companies.
- Coverage at work in the case of vacations for lawyers to follow up issues and choose his representative and follow-up requests from clients and the court.

Project name	Description
Electronic Archiving - Dr. Tarig Lawyer Office	Archiving for 500 case files

### Title

SAFENAT INTERNATIONAL LLC

📅 Date period 📍 Location

#### 6- WORK EXPERIENCE - Khalfan Al Hasni Advocators and Legal Consultant Office.

- Secretarial work, administrative work, writing various types of memos, entering cases and payment into the court system, doing electronic archiving of completed files, and arranging files according to the priority of cases for easy reference.
- **7- WORK EXPERIENCE - Manager for Perfumes Shop .**
- Managing the store, receiving exports, organizing the goods, entering them into the system, arranging and pricing the goods, making advertisements for the store, and following up on the work progress.

Project name	Description
Participation in an exhibition	Selling a range of cosmetics and perfumes

## EXPERIENCE

### Computer Technician

SHATI AL NAKHIL TRADING

08/2007 - 02/2009 OMAN

IT COMPUTER & SERVICES

- Installation a, Maintenance , Troubleshooting PCs and Laptop ,Backups ,Products' Anti Virus and Configuration of LAN/WAN , TCP/IP ,DNS/DHSP, Ethernet, Wireless, Supporting windows XP/Vista/Windows7 / Office2003 .

Project name	Description
Printer Contract Service	Troubleshooting and install software and deliver to ministry.

### Computer Technician

SAFENAT NATIONAL

03/2009 - 06/2009 Location

IT COMPUTER & TECHNICAL SUPPORT

- Hands on experience in finding software problems and resolving and driver hardware and configuration.
- Installation a, Maintenance , Troubleshooting PCs and Laptop ,Backups ,Products' Anti Virus and Configuration of LAN/WAN , TCP/IP ,DNS/DHSP, Ethernet, Wireless, Supporting windows XP/Vista/Windows7 / Office2003 ,windows 2008 and Backups .
- Which of your achievements match the job you're applying to?

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