Maha Rabia Musalem AL-Harthi

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Profile:

- **Overall 6+ years of professional experience in IT industry as IT Trainer.**
- **IT instructor in A'SHARQIYAH UNIVERSITY (ASU) from 9/9/ 2018 to now**
- **IT Trainer in Polyglot institute** from **22/8/2010 to 31/12/2015**
- Becoming **IT team Leader** on May 2015 to December 2015 in polyglot institute
- Possess extensive knowledge of course development, instructional design and recourse coordination.
- Proficient in delivering effective classroom training sessions.
- Dedication and hard work coupled with excellent knowledge of the technology.
- Considerate to gain a new Expertise and Skills to help and develop the field of work that will belong to, through individual and collective action.
- Conducts computer training needs assessment by collecting information pertaining to work procedures, work flow, and reports; understanding job-specific functions and tasks.
- Designs computer training manuals by identifying and describing information needs; using desktop publishing; submitting initial versions for review; revising and editing final copy.
- Maintains safe and healthy training environment by following organization standards and legal regulations.
- Conducts training classes by presenting job-specific, company-specific, and generic software applications and personal computer classes.

- Ensures operation of equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.
- Maintains quality service by establishing and enforcing organization standards.
- Evaluates training by evaluating effectiveness of training to specific job applications.
- Maintains technical knowledge by attending educational workshops; reviewing publications.
- Contributes to team effort by accomplishing related results as needed
- liaising with managers and interviewing employees at all levels to identify and assess training and development needs
- delivering/overseeing the delivery of training to individuals or groups of employees
- compiling and presenting information
- implementing, advising about and monitoring appraisal schemes
- supervising and monitoring progress made via training programmes or schemes
- ensuring employees receive statutory required training
- developing peer networks to keep abreast of current thinking;
- maintaining appropriate records of learner development and resource allocation

Education Qualifications

- ➢ Bachelor of Sciences with Honors' in Computer and Internet Application (Majan College).
- ➢ Foundation Certificate (Majan College).
- ➢ Third secondary (Mazoon School).

Practical skills

- ➢ Experience in computer field.
- ➢ Preparation of educational lectures.
- ➢ Prepare daily and monthly reports.
- ➢ Prepare materials for IT lectures.
- ➢ Prepare IT schedule.
- ➢ Administration of online exam.

Personal skills

- ➢ Ability to work individually and collectivity.
- ➢ Dependable and able to work under the pressure.
- ➢ Finishing any procedure on time.
- ➢ My intention is always seeking for improvement and improves my ability.
- ➢ Work within a team.

Computer skills

- ➢ Ability to find a solution for computer problems.
- ➢ Knowing the installation for operating system (XP, 7, 8,10).
- ➢ Working with Oracle developer –SQL 10g, 11g
- ➢ Working with office application (2003, 2007, 2010, 2013 and 2016).
- ➢ Working with multimedia (dream waver, Photoshop).
- ➢ Dealing with Internet.

Certifications

- ➢ ICDL online Certificate.
- ➢ IC3 online Certificate
- ➢ ITILv3 Certificate
- ➢ SQL Certificate

Training Programs

Program name	Place	Duration
1. Office Application 2003,2007,2010,2013 2. ICDL 3. Photoshop CS4,5 4. Maintenance 5. Work with Windows XP,7,8 6. SQL 7. IC3	Polyglot Institute Oman (IT Trainer)	01/03/2009 – 31/12/2015
1. Microsoft Office Installation 2. Hardware Solution 3. Visual Basic 4. Basic in oracle	Royal Hospital	28/07/2007 – 22/08/2007
1. Arabic&English typing 2. MS-office 2003 3. Poto Draw	Al Sahwa Institute (IT Trainer)	07/07/2006-31/08/2006

Future Goals

➢ Prepare for Oracle certified Professional (OCP).
➢ To be as DB Administrator

Personal details

➢ Date Of Birth: 12/11/1986
➢ Gender: Female
➢ Marital State: Married
➢ Permanent Address: AL-Sharqiah Region (willayat Al- Qabil)
➢ Current Address: Muscat (Darsait)
➢ Salary Expectations: As per Organization/Industry standard

References

1. Jabir P O
   General Manager – Polyglot Technologies
   Tel: 99339487
   Email: jabir@polytec.om
   Email: jabirpo@hotmail.com

2. Jean Scopes – Head of Training - Polyglot institute
   Tel: 98820125 or 99320567
   Email: jonathanandjeen@gmail.com

3. Jeyarani Rajeswaran- IT Coordinator (ASU)
   Tel : 96716820
   Email: jey.milton@gmail.com
   Email: jey.miltom@asu.edu.om

4. Dr. Sameera Awad Al Kareem Mohamed Ahmed – Arabic Trainer
   Ph .D (Arabic Language)
   MA (Teaching Language for Non-Arabic Speakers)
   Tel: 99064321
   Email: sameera_awad@hotmail.com

5. Abdul Rahim Ahmed Ismail – Team leader of Arabic Language
   Tel: 99436491
   Email: abdulrahimsawaaqee@gmail.com

6. Laila Abaas Almosawy - IT Trainer
   Tel: 96107124
   Email: layla_almosawy@yahoo.com