PERSONAL INFORMATION	**Abeer Mohammed Kheir Osman Ismail**
	📍 **Current Residence:** Omdurman, Khartoum,Sudan
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	✉ abeer.mohammedkheir@gmail.com

PROFILE	I am highly motivated Website Administrator, Graphic Designer, and Head of Computer Labs unit with IT master is seeking a job position as website administrator, E-learning team leader, multimedia and graphic designer. Also very interested in Business Administration positions. The major achievements in IT industry are developed new website for University of Medical Science and Technology (UMST), and supervised computer labs technicians. In Future University I was the software tester of the "Sudan Health Observatory (SHO)" project for Federal Ministry of Health that make sure the project has approved the customer's requirements and I was issued test case reports. Also I implemented Learning management system (Moodle) to create interactive online learning sites and developed Online Project Unit Management System. I have gained strong interpersonal, leadership and communication skills.

WORK EXPERIENCE

Nov 2021 Up to date Registrar/ Administrator

Nile Valley School
Mufti St, Khartoum, Sudan, **https://nilevalleyschool.net/**
- IT Member in the Result Committee.
- Registration information, bill payment and being available to answer prospective parents and student's questions.
- Maintaining the integrity of all student records.
- Processing all outgoing/incoming scholastic documents.
- Maintaining complete and valid records of all students that will help facilitate an efficient registration process.

Oct 2020-June 2021 Part-Time Lecturer

University of Medical Sciences & Technology – Computer Centre
Mecca street, P.O. Box 12810 Khartoum, Sudan, http://www.umst-edu.com/
- Part-Time Lecturer, Faculty of Computer Sciences and Information Technology
- Responsible for carrying out teaching.
- Assessing student's course work and materials.
- Setting up of exams and the marking of results.
- Responsible for related administrative tasks.
- Providing monitoring and support to students.

May 2015-Nov 2020 Website Administrator/ Assistant Director of Academic Affairs for Examinations System

University of Medical Sciences & Technology – Computer Centre
Mecca street, P.O. Box 12810 Khartoum, Sudan, http://www.umst-edu.com/
- UMST Social Media Coordinator.
- Assistant Director of Academic Affairs (Examinations System).
- UMST Coordinator of Sudanese - US collaboration forum on higher education and scientific research.
- Website Administrator and Graphic Designer of 'The 2nd International Conference on Breast Cancer 2018'.
- Introduced a new content management system (Wordpress).
- Installed, designed and continuously maintained a new website for University..
- Developed procedures for ongoing website performance and revision.
- Creating and modifying the appearance and setting of site.
- Reviewed and updated web page content and links continuously using appropriate tools.
- Adding new features and contents.
- Editing navigation by using Javascript, CSS or HTML.
- Test backup or recovery plans regularly and resolve any problems.
- Uploaded the Academic staff publications in the UMST University website.
- Downloaded the Dspace repository system for the academic staff system and supervised unloading the Academic staff publications in the DSpace respiratory system.
- Supervised and participated the progress of creating the Google Scholar account for academic staff.

- I was required to prepare, check and upload all students result immediately following the senate meetings.
- Responsible for organizing all faculties" timetables and resolving any coordination issues between timetables and halls.
- System administrator for the senate meeting and students results systems.
- Supervised and developed policies and techniques to ensure efficient computer labs operation and quality service.
- Made direct decisions regarding software and hardware changes to the computer labs.
- Provided ongoing training and supervision to student lab assistants regarding computer software, hardware, and computer labs procedures.
- Coordinating and sometimes performing software installations, diagnostics, and repairing.

March 2010 -May 2015 E. Learning Team leader
Web Developer
Testing and Technical Writer
Future University (formerly Computer Man Collage), Khartoum, Sudan

- Worked on "Moodle" learning management system to create interactive online learning sites for University.
- Responsible for designing, updating and developing the templates of learning objects of E. learning project for students of University using Adobe Flash Professional, Adobe Captivate, Adobe Photoshop and SWiSH Max.
- Tested the vulnerability levels of websites and web applications of the Future University and issued reports using Acunetix Web Vulnerability Scanner for secure and maintain the websites and web applications against hackers.
- Tested performance of the Sudan Health Observatory "SHO" project for Federal Ministry of Health and Make sure that the project has approved the customer's requirements and issued the test case reports.
- Technical writer of "SHO" project who"s producing technical documentation for technical, business, and consumer audiences, and preparing information that helps users to use the project.
- Developed the Online Project Unit Management System using PHP & MySQL and activate it with Apache server.
- Worked on designing the webpage of Center for E-Learning and Software Development – Future University (CESD) using HTML and CSS.
- Designed posters, advertisements, and certificates for Training Department of Future University using Adobe programs.

Dec 2006 - Dec 2007 Web Developer
The National Information Centre, Ministry of the Cabinet
Khartoum, Sudan

- Performed as a part of a team, the administration of the website of the National Information Center.
- Worked with a group in assisting Sudan services website management.
- Evaluated the websites of thirty ministries and issued reports about their standard forms.

EDUCATION

Aug 2015- Feb 2020 Master of Science (Honours) Degree in Information Technology
Sudan University Of Science & Technology – Faculty of Graduate Studies
Mugran campus, Khartoum, Sudan, P.O. Box 407, Tel.:+24983769363, Fax: +249155660829, E-mail: cgs@sustech.edu
Completed Master courses and graduation research entitled "Development of Voice System for Learning Arabic Letters to Children using Machine Learning ").

Jan 2001 - Dec 2005 Bachelor of Science (Honours) Degree in Computer Science
University Of Science & Technology – Faculty of Computer Science and Information Technology
30 Omdurman, Sudan, Tel.:87558183, Fax: 87558181, E-mail: info@ust.edu.sd

- Grade: Good
- Graduation Project: "Design and Implementation of Educational Website for Kids"
- Majors: Structured Programming- Database Management Systems(Access, Oracle)- Programming Methods (C) - Object Oriented Programming (C++, Java, VB) - Software Engineering - Fundamentals of Management.

July 2008 – Oct 2008 The Project of Elimination of Computer Illiteracy

Digital for E. Learning CO. LTD
Khartoum, Sudan

- **Modules and activities included:**
- Member of a group who taught basics of computer to the teachers of Ahmed Basheer Abadi school with in the project of the Elimination of Computer Illiteracy using CDs.
- Worked on E. Learning project using Microsoft PowerPoint.

PERSONAL SKILLS

Mother tongue(s)	Arabic				
Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
Fluent English	Very good	Very good	Very good	Very good	Very good

Professional skills
- Content Management Systems (Wordpress and Moodle).
- MySql Database and Familiar with Oracle and SQLServer.
- Web development using HTML, CSS, Java Script, XML, PHP, and MySql.
- Graphic and Multimedia Designing using Adobe Photoshop, and SWiSH MAX.
- V. Good knowledge of Joomla.
- Good knowledge of programming language (C, C++, C#, .NET), and experience in PHP.
- Effective Team work skills.

ADDITIONAL INFORMATION

Professional certificates	- Introduction to Agile. - University Management Course Certificate. - ICDL certificate from ECDL Foundation. - Certificate of training course in Oracle Database 11g, Future University, Khartoum, Sudan, (Apr, 2014). - Certificate of achievement for training staff in Adobe Photoshop, Future University, Khartoum, Sudan, (Sep, 2013). - Certificate for attending International Conference on Computing, Electrical and Electronic Engineering (ICCEEE), Khartoum, Sudan, (26 – 28 Aug, 2013). - Certificate of attendance: The Second E-Learning Training Course for Sudanese Universities Academic Staffs by Open University of Sudan, Khartoum, Sudan, (9 – 11 Apr, 2013). - Certificate of training in PHP & MYSQL by Centre for E-Learning and Development Software, Future University, Khartoum, Sudan, (Dec, 2010). - Certificate of excellence by Association for the Promotion of Scientific Innovation for my effective contribution with my gradation project – Educational Websites for kids – in the first stage of the Scientific Meeting of the Engineering and Computer Students, Khartoum, Sudan, (20-22\11\2005).
Membership of professional organizations	Member of Life Makers since 2004
References	**Dr. Ahmed Alhaj** Dean, Faculty of Printing & Packaging Technology University of Medical Sciences & Technology - Sudan E. mail: drahelhag@yahoo.com +249910412299 **Mr. Mohammed Hassan** Previous Director of Center for E. Learning and Software Development Future University - Sudan E. mail: hassangml@gmail.com +923351861176 **Mr. Mohammed Abdulwahab** Coordinator of Project Unit Department Future University - Sudan mohd.abdulwahab@hotmail.com +249912420666

ANNEXES

- Academic and other Certificates;