ROMDHANI NAJAH

Education

IT ENGINEER ISITCOM Tunisia / From September 2016 to June 2019

NETWORK AND IT SECURITY ISET Kairouan Tunisia / From September 2013 to June 2016

BACHELOR'S MATHEMATICAL High school Tunisia / From September 2009 to June 2013

Work experience

Data Entry Roken Dubai, United Arab Emirates / January 2021

Inputted a large volume of data into company database, utilizing MS Excel.

Internship WhiteCape Technologies Tunisia / From February 2019 to June 2019

Optimization of a cloud environment
Keywords: Docker, Kubernetes, Rancher, Longhorn, Prometheus, Grafana ELK Stack

Internship SeedBytes Tunisia / From February 2018 to April 2018

Study and implementation of a PaaS platform
Keywords: cloud computing (IaaS, PaaS, SaaS), Cloud Foundry

Data Entry Internship IBN AL Jazzar Tunisia / From February 2017 to March 2017

Prepared and sorted necessary documents for data entry
Entered data from documents into database on daily basis
- Checked documents for accuracy
- Responsible for updating files when necessary

Data Entry Internship Tabacco factory Tunisia / From February 2016 to March 2016

Compared data with source documents, and re-entered data in verification format to detect errors

Computer skills

MS Office
 (Word, Excel, Outlook, Powerpoint, OneNote, Access)

Google Drive
(Docs, Sheets, Slides, Forms)

Spreadsheets
(Excel, Google Sheets, OpenOffice Calc)

Email
(mail merge, filters, folders, rules)

Database Management
(MS Access, Oracle, MySQL, SQL)

Computer Hardware Skills
(System administration, network configuration, software installation, Cisco, updates, TCI/IP, DNS, DHCP, WAN/LAN, Windows, Linux/Unix, Ubuntu)

- najah.rmd@gmail.com
- Dubai, UAE
- 26 years old
- 0567800565
- Married

About me

Recent computer science graduate seeking entry-level position that will support a career path in data entry. Proven ability to enter sensitive information with speed and accuracy, as evidenced by 99 accuracy record in previous role.

Languages

English

Arabic

French

Certificats

MTA Cloud Fundamentals

CCNA Routing and Switching

CCNA Network Fundamentals

Skills

Ability to work independently

Proficient typing

Accuracy and attention to detail

Confidentiality