

# Ahmed Abdulkhafi Nawaya

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**Contact Information:** \* **Location:** Riyadh, KSA \* **Phone:** +966509809821 \* **Email:** nawayaahmed98@gmail.com

## Professional Summary

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An IT professional with experience in project management, system support, and data entry, with a proven track record of optimizing processes and delivering effective solutions. I seek new challenges and opportunities for professional and personal development, focusing on elevating service standards through practical and academic experiences. I possess strong communication skills, the ability to work under pressure, and proficiency in Microsoft Office programs and various programming languages.

## Work Experience

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**Project Coordinator** | 2023 - 2024 \* Managed Corporate Email Systems. \* Managed Microsoft Office Accounts. \* Managed Subscriptions for Global Direction. \* Provided support and training for external systems. \* Set up projects and managed accounts. \* Coordinated clients and liaised with the technical office.

**Tactical Support, Travel Agent** | 2022 - 2023 \* Hotel and flight reservations. \* Computer maintenance.

**Freelancing** | 2020 - 2022 \* Solved university assignments. \* Created PowerPoint presentations. \* Created simple Excel sheets.

**Data Entry** | 2018 - 2019 \* Filled out and ratified Ministry of Foreign Affairs documents for clients.

## Education

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**Bachelor of Information Technology** | 2016 - 2022 Arab Open University – Riyadh \*  
Earned a place on the Dean's List for excellent academic performance every semester.

## Skills

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- **Programming:** Java, Python, Dart, PHP, C#
- **Web Development:** PHP, HTML, MySQL
- **Mobile Application Development:** Flutter
- **Database Management:** SQL queries (using XAMPP)
- **Office Software:** Microsoft Office (Word, Excel, PowerPoint)
- **Video Editing:** Filmora
- **Personal Skills:** Ability to work under pressure, teamwork, excellent communication skills.

## Courses

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- Complete Flutter & Dart Development Course (Udemy).
- Create Web Applications using PHP and MySQL (Udemy).

## Languages

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- **Arabic:** Mother Tongue
- **English:** Very Good