

KHALAF TAHA AL-WADIA

Riyadh, Saudi Arabia | Nationality: Palestinian | +966506987607 | khalaf.t.w@gmail.com | [LinkedIn](#)

PROFESSIONAL SUMMARY:

Experienced Computer Maintenance Specialist Technician with over 20 years of expertise in diagnosing, repairing, and maintaining advanced technical systems. Proven track record in ensuring optimal functionality of computer systems, minimizing downtime, and extending equipment lifespan. Skilled in IT infrastructure management, including website management and email systems, with proficiency in training and leading teams to enhance operational efficiency. Adept at integrating computer systems with laboratory instruments and implementing preventive maintenance protocols. Committed to delivering high-quality service and ensuring compliance with industry standards to support organizational goals.

AREAS OF EXPERTISE:

- Computer Operating & Maintenance
- Preventive Maintenance
- Corrective Maintenance
- Troubleshooting
- IT Infrastructure Management
- Network Configuration
- Hardware Diagnostics
- Problem Solving
- Remote Access Tools
- WordPress Website Management
- Email System Management
- Digital Marketing
- Fast & Accurate Data Entry
- Data Analytics to Strengthen Weakness
- Touch Typing (Arabic & English)
- Office Suite (Excel, Word, PowerPoint)
- Creating Professional Reports
- Content Creation
- Team Leadership
- Technician Training
- Organizational Skills
- Adaptability
- Translation
- Project Management

PROFESSIONAL EXPERIENCE:

Maintenance Supervisor | Jan 2002 – Feb 2025

AL-Madani Medical Establishment

- Maintain high efficiency of computers attached to medical laboratory equipment, ensuring seamless operation with minimal downtime.
- Diagnose and repair complex technical issues in medical devices computer systems.
- Deliver training programs for technicians, improving team proficiency and operational effectiveness.
- Lead periodic maintenance schedules, extending equipment lifespan and reducing repair costs.
- Manage IT infrastructure, including email systems and website updates, enhancing internal communication.
- Collaborate with suppliers and stakeholders to source parts and optimize supply chain efficiency.
- Design preventive maintenance protocols, ensuring compliance with industry standards and regulations.

Maintenance Supervisor | Jan 2000 – Jan 2002

Jamal AL-Jassem Computer Company - LG

- Supervised a team of technicians, achieving a 95% success rate in resolving technical issues.
- Implemented efficient repair and maintenance workflows, reducing turnaround times by 30%.
- Developed technical training modules, enhancing team skills and operational knowledge.
- Monitored inventory levels, ensuring adequate supply of tools and spare parts.
- Led the maintenance of advanced computer systems, supporting enterprise operations.
- Enhanced customer satisfaction through effective troubleshooting and prompt service delivery.
- Introduced innovative problem-solving techniques, reducing recurring system failures.

Computer Technician | Jan 1998 – Jan 2000

Horizon Computer Company

- Conducted thorough diagnostics and repairs, restoring 90% of faulty systems within one service cycle.
- Provided exceptional technical support, resolving client issues promptly and efficiently.
- Maintained and upgraded software systems to ensure compatibility with emerging technologies.
- Reduced repair costs by identifying and implementing cost-effective solutions.
- Documented technical procedures, creating a comprehensive knowledge base for the team.
- Supported network infrastructure, ensuring uninterrupted connectivity and system reliability.
- Enhanced hardware performance through innovative optimization techniques.

EDUCATION:

- AL-Khawarizmi Institute, Riyadh, Saudi Arabia | Jan 1996 – Jan 1998
- Diploma in Computer Maintenance and IT.

LANGUAGES:

- Arabic: Native
- English: Excellent

Certifications & Specialized Training:

Medical Laboratory Instruments:

- **Biosystems (Spain):** Semi Automated Instruments (BTS-310, BTS-350) in Saudi Arabia.
- **Biosystems (Spain):** Fully Automated Instruments (A-15, A-25) in Syria.
- **Mindray (China):** Hematology Systems (BC-2800, BC-3000 Plus).
- **Euroimmun (Germany):** Fully Automated ELISA Analyzer (Analyzer-I, I-2P).

Blog Management:

- Launching WordPress blogs and optimizing themes.
- SEO optimization and keyword targeting.
- Creating high-converting opt-in pages.

Email Marketing:

- Crafting effective email campaigns.
- Autoresponder usage and nurturing email lists.

Traffic Generation:

- Advanced Bing ads training.
- Organic Facebook Messenger strategies.