



ABDULSATAR NABEEL ABDULSATAR



Kurdistan, Iraq



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Driving License
Automatic

Dear Sir/Madam,

Greetings and good day,

I hope you are well and safe,

I am writing to you as a prospective employer to offer my services. I am interested in a position that will allow me to contribute my skills and experience to further the development of the organization and achieve growth in my professional career.

I am a self-starter, fast learner and adapter, diligent and easy-going, duty-bound, committed team player, reliable and transparent.

With the experience, knowledge and skills I have acquired as you will notice in my attached resume, I would consider myself a good asset with potential that could fit into your company's team.

I believe that working for you would be a mutually beneficial relationship and a great way to both refine and expand my knowledge and expertise.

My gratitude for your time and thorough consideration, the opportunity to speak with you to discuss your company needs and my capabilities to fulfill them is appreciated. I hope that I will be considered for an appropriate position.

Sincerely,

AbdulSatar Nabeel AbdulSatar

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ABOUT ME

A versatile and results-driven professional with a strong background in both administrative support and IT helpdesk roles providing comprehensive support to diverse teams, managing calendars, schedule meetings, handling correspondence, and technical assistance to end-users. Proficient in troubleshooting hardware and software issues, managing user accounts, maintaining network infrastructure and office systems and so forth.

EXPERIENCE

SOLUTIONS & SERVICES PROVIDER | FREELANCE

2016-STILL

FULL TIME

ACCOMPLISHMENTS:

- Business development services, constructive ideas, agreements and other corporate and administration related services.
- Translations, typing and printing services.
- HR services, employee registrar and monthly attendance with payroll services.
- Offering troubleshooting and testing services for IoT devices software and hardware.
- IT services, proper configuration for PC advanced BIOS custom configuration (CPU, DRAM, etc.), WinOS optimization and network configuration.
- Proven repairing solutions for PCs through diagnoses and schematics locally and remotely.
- Best IoT options that fit customers budget and IoT devices maintenance, hardware and software upgrades and updates locally and remotely.
- Website development, search engine marketing and optimization, DNS and email administration, e.g., peguamsyarie.al-wady.net.
- Project to customer Satori_Nori for Dell G5 15 5505 BIOS and VBIOS advanced custom configuration, WinOS optimization and proper thermal setup <https://drive.google.com/drive/folders/1kaFak-TBEX6mlydZ8UQqZTap6AwZrCxc>,
This project had prevented a sue case against Dell due to insufficient setup of their G5 5055.

ASSISTANT MANAGER | THARAA ZAAFIRA ENTERPRISE

KUALA BELAIT, BRUNEI

2019 – 2024

FULL TIME

VOLUNTEERING

- Teaching secondary school subjects (Physics, Math, Chemistry, English and Computer driving) for refugee children and for those who can't afford tuition fees.
- Advising, setting up, maintaining, optimizing and upgrading computers, smart devices, audio visual and security systems for schools and those who cannot afford these services.
- Translating shows subtitles, theses of college students (in addition to their preparation), websites and programs into Arabic language for the companies that support the middle east region to help the consumers of this area use their products more easily and efficiently.

KNOWLEDGE

- Documentation.
- Customer support and service.
- Technical support and service.
- Training and coaching.
- Website and mobile application development.
- Procurement and coordination.
- Search engine optimization and marketing.
- Marketing and digital marketing.
- Surveillance and security systems.
- Educational and residential audio-visual systems.
- Consumer electronics.
- Microsoft Office suite (Word, Excel, Outlook, etc.)
- Microsoft Windows & Android operating systems.
- PC BIOS firmware advance configuration.
- AI operations.
- Software and electronics hardware testing.
- System administration.
- DNS and network administration.
- Health and safety.

ACCOMPLISHMENTS:

- Coordinated day-to-day operations.
- Interviewed and trained new employees.
- Evaluated employee performance as needed.
- Managed department-specific initiatives within the scope, time and budget.
- Filled in for absent employees as needed.
- Enforced company policies, securities, health and safety regulations.
- Ensured consistent standard of customer service.
- Initiated and led marketing efforts & promotions.
- Maintained inventories and stores to standards.

PROJECT COORDINATOR | VISUALS ATTRACTION LLC DUBAI, UNITED ARAB EMIRATES 2014 – 2015

FULL TIME – SHORT TERM CONTRACT

ACCOMPLISHMENTS:

- Worked closely with local contractors and systems vendors to install and commission high-end solutions for the Sharjah Center project for Astronomy and Space Sciences (planetarium, exhibitions halls, and digital theater).
- Assisted in securing a significant part of a tender for the University of Sharjah - Al Dhaid campus by supplying the campus with the required audio-visual systems.
- Assisted the company in making an income that not only covered all the expenses of its recent establishment, and its annual budget moreover enabled the expansion of the company office and services as well.

IT SUPPORT OFFICER | NEW VISION EYE CENTER DUBAI, UNITED ARAB EMIRATES 2014- 2015

FULL TIME – SHORT TERM CONTRACT

ACCOMPLISHMENTS:

- Improved the marketing plan and client awareness to boost the number of its customers.
- Reduced the annual budget by eliminating unnecessary expenses to 3rd party external suppliers and using internal team and resources.
- Designed and installed power backup equipment for sensitive critical systems.
- Created an up-to-date IT system upgrade plan.

ASSISTANT SITE ENGINEER | MERAAT AL-SHARQ LLC BAGHDAD, IRAQ 2010 – 2012 FULL TIME

SKILLS

- Problem solving.
- Strategic thinking.
- Planning.
- Flexibility.
- Interpersonal Communication.
- Observation.
- Negotiation.
- Computer literacy.
- Critical thinking.
- Decision making.
- Collaboration.
- Administration.
- Teamwork.
- Marketing.
- Budget saving.
- Troubleshooting.
- Research.
- Analysis.

EDUCATION

UNIVERSITY OF TECHNOLOGIES

BAGHDAD, IRAQ

2006 - 2010

Bachelor of Mechanical Engineering.

LANGUAGES

- Arabic (native).
- English (very good).
- French (Basic).

INTERESTS & HOBBIES

HOBBIES:

- Reading and studying.
- Health & Safety.
- Electronics & Technologies.
- Fixing community and building a decent society.

INTERESTS:

- Marksmanship.
- Useful activities and sports.
- Animals riding.
- Peace & Goodness & Mutual Benefit.

ACCOMPLISHMENTS:

- Assisted in upgrading the planetarium of Petroleum Development Oman on Muscat.
- Prepared site tools and needed spare parts daily.
- Supported the installation team to decommission the legacy systems and install new systems.

I hereby certify that provided information are true and correct to the best of my knowledge.