Dubai – UAE

Mobile: +971 5 04 03 61 39
E-mail: haytham@hbarakeh.com
Website: http://www.hbarakeh.com/

Haytham H. Al Barakeh

PERSONAL INFORMATION

- **Date of Birth:** 15th October 1975
- **Nationality:** Lebanese
- **Status:** Married, with 3 daughters & 2 sons

OBJECTIVE

As a self-motivated individual, I am seeking a challenging job opportunity where I can apply my working experience in parallel with my academic certificates, within a stimulating environment that fosters and supports my professional growth.

EDUCATIONAL BACKGROUND

- **Master of Education in Educational Management,** Lebanese International University (LIU), January 2022
- **Teaching Diploma in Education**, Lebanese International University, August 2020
- **Bachelor of Engineering in Communications and Electronics**, Beirut Arab University, July 2000
- **Autodesk AutoCAD 2019 Certified Professional**, 2019
- **Certificate of Achievement**: **Developing ASP.NET MVC 4 Web Applications**, 2017
- **Certificate of Achievement**: **Querying Microsoft SQL Server**, 2016
- **Certificate of Achievement**: **Programming in C#**, 2016
- **Certificate of Attendance**: **Certified Ethical Hacker v9**, 2016
- **Autodesk AutoCAD 2012 Certified Associate and Professional**, 2012
- **Microsoft Certified Systems Administrator (MCSA)** on MS Windows 2003
- **Cisco Certified Network Associates (CCNA)**
- **Microsoft Certified Professional (MCP)** on Microsoft Windows
- **Microsoft Certified Systems Administrator (MCSA)** on MS Windows Network Infrastructure
- **Microsoft Certified Systems Administrator (MCSA): Messaging** on MS Windows
- **Microsoft Certified Systems Engineer (MCSE)** on Microsoft-Windows
- **Microsoft Office Specialist (MOS)** on Microsoft Office

QUALIFICATIONS & CAPABILITIES

- Working independently as well as in a team
- Combining effective communication and technical skills
- Working under pressure and meeting deadlines as scheduled
- Solving problems innovatively and creatively
- Leading enthusiastically and productively with excellent management skill

WORK EXPERIENCE

- **Al Mawakeb School (August 2022 – Present) / Dubai-Al Khawaneej**

IT Academic System Administrator, responsible for:

- **iCampus**, a comprehensive school management system that automates most of the daily tasks performed by all school staff members
- **Admin Panel** access to manage various academic platforms: Savvas, IXL, RAZ Kids, Alef, eAlpha, Kutubee, Moodle Learnonline, and Pearson
- **Admin Panel** access to manage different exams: NGRT, CAT4, MAP, and IBT

- **School Portal – Events Calendar**, and other school events management
- Advanced Microsoft Excel solutions for efficient communication between the head of sections, teachers and parents
- Conducting workshops on implementing technology in education, especially for Students Education Needs SEN
- Orienting new teachers on how to use the school systems

IT Instructor, responsible for:

- Teaching elective computer science courses

Rafik Hariri University (December 2010 – October 2022) / Lebanon

ERP Systems & Applications Assistant Manager, responsible for:

- Web mastering the RHU website www.rhu.edu.lb
- Managing and administering the Microsoft Dynamic NAV system (Profiles and Polices)
- Managing and administering the Helpdesk Ticketing Management System
- Developing and administering the Financial Aid Program online application
- Developing and administering the Undergraduate & Graduate online applications
- Designing and administering an NSSF System for the Registrar Office

IT Instructor, responsible for:

- Teaching regular and advanced AutoCAD courses
- Teaching Business Computing Courses "Office applications"

IT Helpdesk Supervisor, (previous position):

- Managing the Active Directory Users and Computers as a Domain Controller Backup
- Installing and configuring computers and printers for all the colleges and departments
- Helping students in fixing their laptops' problems and software installation

IT Computer Lab Coordinator, (previous position):

- Scheduling the Lab hours with all instructors
- Monitoring and troubleshooting computer systems and networks
- Setting up new users' accounts and profiles and dealing with password issues

Knowledge City Management (June 2008 – December 2010) / Lebanon

IT Coordinator, responsible for:

- Implementing and developing a Client Registration System for all CLC Branches by using MS Access
- Administering a Windows network platform
- Performing new installations and updates for all IT equipment, including desktops, laptops, printers, etc.
- Publishing seven different student's guides to be taught in City Learning Center "CLC"
- Preparing the IT courses description and outlines
- Designing multi flyers, brochures, certificates, badges, billboards, rollups, etc…

IT Instructor, responsible for:

- Teaching basic and advanced IT courses

- **BiT^{2}S Learning Center (Own Business) (Jan, 2006 – Present) / Lebanon**

My Center services and programs:

- Teaching in cooperation with more than 10 instructors advanced IT courses for students aged between 10 and 50 years old
- Implementing an After School Program for up to 70 school students from grade one to grade twelve
- Achieving the second place worldwide and first place in Lebanon as a partner of UCMAS (Mental Math) in Saida, Lebanon
- Partnering with Education Touch Center for Robotics technology
- Organizing summer programs for kids
- Designing websites, brochures, posters, books, etc.
- Maintaining Notebooks "Hardware & Software" and accessories

- **Lebanese University - IUT (Sep 2006 – Sep 2008) / Lebanon**

- **Programming instructor**, teaching C and C++ Courses for the first and second-year engineering Students

- **Makassed Secondary School (Sep 2004 – July 2008) / Lebanon**

Network Administrator, responsible for:

- Administering a Windows XP network platform
- Implementing an intranet page for all Makassed Association Schools

IT Instructor, responsible for:

- Publishing seven IT manuals for all school levels
- Teaching IT courses for the 650 Students in 22 Classes
- Teaching MS Word & Excel for all school instructors

- **GET-Global Ent. Technologies (Mar 2003 – Sep 2004) / Lebanon**

Telecom engineer, responsible for:

- Installing and configuring an IVR System based on NMS Telecom Boards and Orateur2 Telecom application server "Dubai"
- Designing a complete Visio network plan to be implemented in "Syria" including Cisco Pix Firewall, Swiches, Universal Access Server, and Windows2000 Clustering
- Monitoring and supervising Server builds – IBM Xseries/Compaq ML370 ProLiant hardware
- Installing and configuring a Windows 2000 Clustering

- **LibanCell (Feb, 2002 – Mar, 2003) / Headquarter – Beirut**

- Support Specialist in the Network & System Engineering Unit of the IT department, whose responsibilities are bounded by the first level engineering
- Responding to problems related to PCs, printers, and associated computer devices on the network
- Interventing at various "Point Of Services" and remote sites

EXPERIENCE

- Porficient in all Microsoft Windows OS platforms, Microsoft Office Suites and Microsoft Project
- Skilled in Adobe Photoshop, Illustrator, Activinspire
- Proficient in Autodesk AutoCAD 2D & 3D, 3Ds Max Studio
- Programming languages: IGCSE Computer Science, AP Computer Science A, AP Computer Science Principles, HTML, CSS, PHP, C & C++, JAVA, MySQL, Javascript, Scratch, Bootstrap, Laravel, Python, Wordpress
- Private sessions on Calculus, Pre-Calculus, Algerbra I & II, and Physics.

LANGUAGES

- Arabic (Excellent)
- English (Very Good)
- French (Fair).

DEVELOPED WEBSITES BASED ON WORDPRESS

- www.wowpaw.org
- www.asysg.com.sa
- www.visions.net.sa
- www.therightflight.org
- www.therightcover.org
- www.therightproperty.org
- www.sportlines.org
- www.smca.info
- www.mazenpc.com
- www.al-jawhara.co
- www.lanaalmostakbal.org
- www.maakmaghdouche.org