

## ***Mina Banoub Farag Banoub***

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### **Objective:**

To apply my experience, knowledge and skills in to contribute to the organization growth, leverage my skills unceasingly and be in a leading role in the organization.

### **Experience until now:**

**Bahrain Institute of Technology**

**Job Title: Senior IT Trainer**

**Manama, Bahrain.**

**19<sup>th</sup> May 2013 till Date**

**Key Achievement:**

- Implemented and Administered Moodle (Learning Management System)
- Conducted several workshops in training field including and not limited to (Developing Rubrics, Intended Learning Outcomes)
- Implemented Odoo ERP (HR, CRM Modules)
- Established and managed ICDL Testing center (15 Testing workstations, 1 Server, serving 180 students per semester, 4 online exams)

**Quality Assurance specialist**

- Administered the operations to qualify BIT with Bahrain Quality Authority (3 cycles).
- Participated in creating Quality Manual
- Developed training department documentation using various tools.

**Training Manager**

**1<sup>st</sup> February 2012 till 17<sup>th</sup> December 2012**

- Managed around 40 Part time trainers in eGovernment Authority training program Qudarat
- Created training department strategies, policies and procedures.
- Project coordinator with Ahlia University.
- Conducting product, training awareness sessions for customers

**Senior IT Trainer**

**2<sup>nd</sup> September 2010 till 31<sup>st</sup> January 2012**

**IT Trainer**

**18<sup>th</sup> May 2008 till 1<sup>st</sup> September 2010**

- Created training material used to train more than 20 thousand Bahrainis in Qudarat Program (sponsored by eGovernment Authority)
- Developed (Video Tutorial, Presentation) for Expatriate Management System End-User application in Labor Market Regulatory Authority.

### **Part Time Jobs:**

**New Horizons Computer Learning Centers**

**MOS Trainer (Part Time)**

**Microsoft mid-year project**

**Responsible for delivering the following content:**

- ITNEGYPT.COM.
- MS Word Advanced topics.
- MS PowerPoint Advanced topics.

**MOS Trainer (Part Time)**

**Microsoft Summer project**

**Responsible for delivering the following content:**

- Responsible for training Preparatory School teachers about 75 teachers in 5 groups, each course in 8 working days using Microsoft Training Material.
- Administered trainees' exams.
- Administered trainees' projects that were evaluated by Microsoft Branch in Egypt.

**Alexandria, Egypt**

**28<sup>th</sup> January – 2007 till 08<sup>th</sup> February 2007**

**09<sup>th</sup> July 2006 till 7<sup>th</sup> September 2006**

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**Axon Global Education Network.****MOS Trainer (Part Time)**

- Delivery of Training programs
- Preparing tests for students
- Evaluating students.

**Alexandria, Egypt****December 2005 until 6<sup>th</sup> July 2006**

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**American Language and Computer Institute****Computer Department Supervisor**

- Responsible for supervising training delivery conducted by all trainers.
- Interviewing new Trainers.
- Creating new curricula, materials.

**Alexandria, Egypt****15<sup>th</sup> March 2007 till 15<sup>th</sup> November 2007****MOS Trainer****September 2005 till 15<sup>th</sup> November 2007**

Responsible for new clients' assessment.

- Delivery of Training programs
- Selecting and creating new teaching materials using MS Power Point, Word and Excel
- Preparing tests for students
- Marking exams.

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**Maximnet Internet Café and Training Center.****Computer Trainer, MS Office XP Specialist, Manager**

- Responsible for deploying, maintaining software, operating system.
- Carrying out internet researches.
- Customer services inside and outside the company.

**Alexandria, Egypt****May 2003 till May 2006**

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**Area of specialization:**

- Microsoft Technologies (windows Server, SQL Server, SharePoint)
- Database
- IT Management

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**Competence:**

- Excellent Presentation Skills
- Problem Solving
- Leadership
- Communication Skills in Arabic and English
- Interaction.

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**Delivered Courses (Vendor Approved):**

- CompTIA A+
- CompTIA Network+
- CompTIA Security+
- Windows Server (various versions)
- MCTS Windows 7 Deployment
- Microsoft SQL Server Administration (various versions)
- Microsoft Business Intelligence Developer (various versions)
- MCTS Managing Project using MS Project 2010
- MCTS SharePoint 2010, Configuring
- MOS 2003, 2007, 2010, 2013 and 2016
- ICDL
- Train The Trainer
- Introduction to SQL (Oracle Administration)
- Oracle PL/SQL
- ITIL Foundation
- ITIL Intermediate CSI
- Python 3

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**Technical Qualifications**

- CompTIA A+
- CompTIA Network+
- ITIL Foundation (Syllabus 2011)
- ICDL/ECDL Certified Tester
- ICDL Certified Training Professional
- ICDL Computing (Python)
- ICDL Cyber Security
- MCT: Microsoft Certified Trainer (Since 2009)
- MCTS: SharePoint 2010, Configuring
- MCTS: Analyzing and Visualizing Data with Microsoft Power BI
- MCITP: Database Administrator SQL Server 2008
- MCITP: Database Administrator SQL Server 2005
- MCSA Windows Server 2016
- MCITP: Server Administrator Windows Server 2008
- MCTS: MS Project 2010 Managing Projects
- Microsoft Office Specialist 2003, 2007, 2010 Certified Master.
- Excel Certified Expert 2003, 2007, 2010, 2016

**CompTIA Career ID: COMP001020068025****MCP ID: 6290156**

## **Online Training and Certification:**

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- Teaching Adult Learners (through Open2study.com Portal)
- Becoming a Confident Trainer (through Open2study.com Portal)
- xSeries: Creating courses on edX Platform
- Teaching and Learning Analytics for Teachers (edX.org)

## **Skill Sets:**

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### **Course Authoring and Development**

- Creating Online learning content on online platform
- Using applications (ActivePresenter: screen recording software, MS PowerPoint) to develop training material
- Implementing and Administering open source learning management systems (MOODLE)
- Using Google docs, Microsoft Forms, JotForms and various web tools to create online quizzes
- Good knowledge in Instructional Systems Design concepts

### **Operating Systems**

- Very well versed with Windows Server Technologies
- Very well versed with MS Client Operating Systems implementations, configuration and maintenance
- Network configuration and management including and not limited to: Active Directory Management, TCP/IP, Troubleshooting and Maintenance
- Good exposure to Mac OS (supporting, using Boot Camp)
- Good exposure to UNIX and Linux Flavors
- Exposure to Solaris 10.

### **Database**

- Very well versed with SQL Server Technologies
- Good experience with Oracle Database 11g.

### **Virtualization**

- Experienced with Microsoft Hyper-V, Virtual Box and VMware Workstation.

### **End User Applications**

- Expert in using MS Office Package all editions.

### **Others**

- Programming Languages and Scripts. (T-SQL, PL/SQL, HTML, JavaScript and Python)
- Report writing & Documentation
- Research & Development
- Translation from Arabic to English and vice versa.

## **Project experience:**

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- Amazon Web Services Boot Camp (Python Training Course), 15 students, training and administering online exams
- Developed automated workbooks for various business types
- Developed online forms to collect data using various platforms

## **Education**

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- Bachelor Degree                      Alexandria University, Egypt      Date: 1997

## **Languages known:**

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- Excellent command of English and Arabic (Spoken and written)
- Fair knowledge of French.