

# Tarek Al Mais

Lebanese | Lebanon – Beqaa

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## CAREER OBJECTIVES

Computer and Communication engineer interested in seeking an entry-level position to begin my career in a high-level professional environment.

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## WHY ME

As a computer communications engineer, I excel in designing and optimizing communication systems, leveraging my expertise in networking protocols, data analysis, and software development to create seamless and innovative solutions that drive technological progress.

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## KEY SKILLS

- Arabic native, fluent in English written and spoken.
- Well communication skills.
- Creativity in problem solving.
- Excellent written & verbal communication skills including presentations, reports, user manual and Emails.
- Excellent listening and questioning skills.
- Excellent searching skills.
- Team-playing mentality joined by getting work done throughout tight deadlines and difficult constraints.
- Well skilled in managing projects, leadership and applying strategies.
- Well skilled in collecting and analyzing data.
- Well skilled in Microsoft Office Suit products.
- Well skilled in Windows issues and problems.
- Excellent skills in data entry and collection.
- Excellent search and research skills.

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## EDUCATION

### JABER CONSULTING

*Professional Diploma in Applied Artificial Intelligence*

London, Remote

August 2023- September 2023

### LEBANESE INTERNATIONAL UNIVERSITY

*Bachelor Degree of Computer and Communication Engineer*

Khyara, West Beqaa

October 2019- January 2022

### Azhar Al-Beqaa HIGHSCHOOL

*Grade 12– Life Science Certification*

Majdal-Anjar, West Beqaa

September 2017 – June 2019

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## WORKING EXPERIENCE

### MEDLINK STUDENTS

*Junior Web Developer – IT Support*

Chtaura, Beqaa

September 2023- Present

- Web Design
- Software Development
- Designing Website by WordPress
- Managing CRM by GroundHogg

### *Office Assistant*

June 2023- September 2023

- Customer Service and Support
- Data Entry Specialist
- Data Collector
- Translator

### **aNUMAK & COMPANY**

India, Remote

#### *Full Stack Web Developer Internship*

July 2023- September 2023

- Full stack web development
- Database

### **JABER CONSULTING**

London, Remote

#### *NLP Model to help those looking for the best tourist areas based on tourism reports*

May 2023- July 2023

- Building AI Model
- Data Visualization
- Data Analysis
- Python
- Machine Learning

### **CODERAAS**

Beirut, Lebanon

#### *Full Stack Web Developer Internship*

January 2023- February 2023

- Cloning and working on websites
- Connecting database to mysql server

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## **PROJECTS**

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- Smart Irrigation System senior project Lebanese International University (2022)
- Cooling System project Lebanese International University (2021)
- Car Center Application Lebanese International University (2021)
- Digital Display project Lebanese International University (2021)
- Bridge Rectifier with Voltage Regulator project Lebanese International University (2021)
- Transf7ormer Under Load and Without Load project Lebanese International University (2020)

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## **CERTIFICATIONS & TRAININGS**

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- Certificate in unix data analysis Data One Global-IT Grammar (2022)
- Certificate in python data analysis Data One Global-IT Grammar (2022)
- Career Readiness Program Trace-DOT (2022)
- Certificate in microwork training DOT (2022)
- Certificate in Managing Project Stakeholders LinkedIn (2022)
- Certificate in python skills LinkedIn (2022)
- Digital skills in the basics of IoT (Internet of Thing) Cisco (2022)
- Digital skills in packet tracer Cisco (2022)
- Skills in get connected Cisco (2021)
- Digital skills in python programming WFP-AUB program (2021)
- Digital skills in the basics of front-end web development WFP-AUB program (2021)
- Digital skills in Arduino robotics training LIU Robotics Club (2021)