

An enthusiastic and reliable ICT graduate with an HR & Office Management Certificate. Providing a dynamic character with top-notch computer skills, communication skills, leadership, and decision making. Focused on going above and beyond to supply a diversified and cross-culture business environment that supports continuous personal development. I believe that I can contribute in achieving company's goals with my persistence and hard work.

EDUCATION

Information and Communications Technology - American University of Science and Technology, Beirut	2017-2022
HR & Office Management - Implemented by Anera - Powered by UNICEF - In partnership with 4 Finance Trading Center	2023

WORK EXPERIENCE

IT Support - Clinique Du Levant S.M	2023 - Present
- Daily support and installation of Microsoft Office & Microsoft 365 - Data Entry + Generating Reports (Excel) - Technical Support (Operating systems - printers...etc) - Troubleshooting hardware and software issues - Knowledge of networking concepts (TCP/IP, DNS, DHCP) - Remote Desktop tools (for providing remote support) - Experience with Hardware installation and configuration - Familiarity with mobile device support (IOS - Android) - Software installation and Configuration - Hardware Maintenance and Upgrade - Network Administration - Data Backup and Recovery	

INTERNSHIP

IT Support - Galsie	2021-2022
- Providing technical support and ensuring the whole company runs smoothly - Maintaining the company computer systems - Hardware and Software configurations - Solving technical issues as they arise - Screening employees - Scheduling meetings - Conducting interviews (YES/NO Questions) - Helping new employees set up their workstations - Maintaining and upgrading equipment as needed - Troubleshooting - Installing, upgrading, and maintaining equipment + software	

CERTIFICATES

Foundations of Operationalizing MITRE ATT&CK v13 (AttackIQ)	2025
Introduction to Dark Web, Anonymity, and Cryptocurrency (EC-Council)	2025
SQL Injection Attacks (EC-Council)	2025
CCNA Routing and Switching: Scaling Networks (CISCO Networking Academy)	2021
New to Cyber Summit (SANS Institute)	2021
Cobalt Strike Detection Via Web Analysis (SANS Institute)	2021
CCNA Routing and Switching: Connecting Networks (CNA)	2021
Excel(lent) Malicious Macro Analysis (SANS Institute)	2021
CCNA Routing and Switching: Introduction to Networks (CNA)	2021
Certificate of Competency in English (Cambridge English - University of Michigan)	2017
ICDL Profile Certification December (ECDL FOUNDATION)	2017

PERSONAL INFO

- Phone:
+961-76852262
- E-mail:
amirfayyad1999@gmail.com
- LinkedIn Profile:
[Amir Fayyad](#)

SKILLS

- Communication skills
- Analytical Skills
- Computer Skills
- Technological Knowledge
- Data Management
- Online Research
- Data Analysis
- Machine Learning
- Writing Skills
- Time Management Skills
- Leadership Skills
- Problem Solver
- Decision Making

LANGUAGES

- English - Fluent
- Arabic - Native
- French - Fair

ACTIVITIES

- IT Manager - Volunteer - Sawfar Library 2022
- Alhanna Group - Volunteer (Presented by FAO - Powered by UNICEF) 2022
- Nasej Association - Volunteer (Presented by Masar - Powered by UNICEF) 2021-2022
- Arts & Culture Association - Volunteer 2022
- Theater 2020-2022
- Badghan's Youth Association - Volunteer 2018-2020
- AUB Science Fair Participation 2014