

MALAK YAQOOB AL. RAHBI

BSc (Hons) Information Technology Management for Business

CONTACT

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98504766 ☎

SULTANATE OF OMAN, Muscat. 📍

EDUCATION

HSD • UMAMMAH BINT ABI
ALAAS SCHOOL.

BA • NATIONAL UNIVERSITY
OF SCIENCE AND
TECHNOLOGY OF THE
SULTANATE OF OMAN.

“INFORMATION TECHNOLOGY
MANAGEMENT FOR BUSINESS”

MAY,2023

GPA:2.23

MAJOR SUBJECTS:

Programming.

Integrated Project.

Industrial Internship.

Fundamentals in Financial
Management.

Financial Management for Decision
Makers.

Digital Entrepreneurship.

Database Development.

Management of Innovation and
Creativity.

IT Project Management.

Business Process Modelling.

Big Data.

I received my degree from the National University of Science and Technology of the Sultanate of Oman. I have an education in both the public and private sectors, as well as expertise in management, commerce, technology, and information. I have received several certificates from the relevant authorities in recognition of my achievements and training sessions.

OBJECTIVE

To leverage my strong IT skills in business and management to create innovative websites and applications, ultimately establishing and growing a successful web and app development business. I'm dedicated to continuously learning and expanding my knowledge in order to provide valuable solutions to clients, assisting them in enhancing their business operations through effective digital solutions.

EXPERIENCE

Training in sultanate of Oman

❖ *Ministry of Commerce, industry & investment Promotion
7/Mar/2021-5/Apr/2021*

- *Received training on the operating systems of the ministry's devices.*
 - *Trained in the office systems package for installing, maintaining, and updating programs.*
 - *Received training on the document circulation and preservation program for the ministry's office work.*
 - *Trained in the Invest Easy program for investor services.*
 - *Gained practical experience with technical support for the internal network.*
 - *Managed the internal network and maintained the Ministry's various devices.*
 - *Briefed on the role and function of databases.*
 - *Learned about the importance of managing databases.*
- Understood how databases are used to make appropriate decisions based on accurate facts.*

KEY SKILLS

Using Adobe XD

Create a Web & Web Applications

Programming language such as (python, java, JavaScript, HTML, MongoDB, ...etc.)

Work in Microsoft Office

IT Project management

INTERESTS.

Develop Web & Web Applications

Interior Design.

Learn new languages and about different cultures.

Travel.

❖ **NOMAC OMAN** **15/AUG/2022 _ 15/SEP/2022**

I trained at NOMAC Oman, a subsidiary of ACWA power. NOMAC is a leading global service provider in the field of operations and maintenance for electricity production and water desalination.

•I trained in the department of "Information Technology" For the period from 15 August 2022 to 31 August 2022. Trained in:

- 1. IT Applications Management.*
- 2. IT Infrastructure Management.*
- 3. IT Security Management.*
- 4. IT Events Logging & Monitoring.*
- 5. Intrusion Detection and Prevention.*

•I trained in the department of "Supply Chain" For the period from 1° September 2022 to 15 September 2022. Trained in:

- 1. Suppliers' steps and work.*
 - 2. How to select the greatest product at the best pricing.*
 - 3. Using INCOTERMS, select the shipping mode based on the suitable period.*
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❖ **JABAL SHEMS TRAVEL TOUR**

For a time, I worked as the secretary of administration in a tourism firm (JABAL SHEMS Travel Tour) scheduling appointment.

❖ **AL-HAKMANI REAL ESTATE**

Training at Al-Hakmani Real Estate Company involved data entry, network maintenance, file transfer, printer adjustments, and file maintenance.



Hearty Congratulations on your Graduation!



*On this proud moment of accomplishment in your life, the faculty and staff
of the National University of Science & Technology are immensely
happy to wish you success in your future endeavors.*

Dr Ali Al Bimani
Vice Chancellor



The University Senate certifies that
Malak Yaqoob Amur Al Rahbi

*has completed an approved programme of study
and fulfilled the conditions required for the award of*

**Bachelor of Science
in**

**Information Technology Management for Business
with Lower Second Class Honours**

Undertaken at the College of Engineering, National University of Science and Technology, Oman

PRINCIPAL AND VICE-CHANCELLOR

31st January 2024

DATE

UNIVERSITY SECRETARY



THIS PROCEEDING IS ONLY VALID WHEN BEARING UNIVERSITY SEAL

Ministry of Commerce, Industry & Investment Promotion
Muscat

وزارة التجارة والصناعة والاستثمار
مسقط

تقديم أداء متدرب

اسم الطالب / الطالب:	ملاك بنت يعقوب بن عامر الرحبي
الجهة المستلمة / الجهة المستلمة:	جامعة الوطنية للتعليم والتكنولوجيا
التخصص / التخصص:	IT MO
الفترة / الفترة:	فترة التخصص
تاريخ التدريب / التاريخ:	٧ مارس ٢٠٢٢م إلى ٥ أبريل ٢٠٢٢م

ملاحظات	ممتاز	جيد جدا	جيد	مقبول	ضعيف
1 الالتزام بالحضور	✓				
2 العلاقات مع الزملاء والرؤساء	✓				
3 القدرة على تحمل المسؤولية	✓				
4 الدقة في تطبيق الجوانب التطبيقية	✓				
5 الكفاءة والجودة في إنجاز العمل	✓				
6 الاستعداد الجيد في التعلم	✓				
7 التكيف والالتزام بتعليمات العمل	✓				
8 الوصي والأمانة والتخصص	✓				
9 استغلال وقت العمل	✓				
10 الكفاءة في استخدام التكنولوجيا	✓				
11 الكفاءة في اللغة الانجليزية	✓				

ملاحظات:

تم تدريب الطالب/ة على الأنظمة التشغيلية للأجهزة الوزارة وكذلك معرفة الأنظمة المكتبية من حيث إجراءات تشغيل البرامج وصيانتها وتحديثها، وعلى برنامج تداول وحفظ الوثائق الخاص بأعمال الوزارة المكتبية. وتم تدريبه/ها على استخدام برامج مستخدمين أجهزة الكمبيوتر المختلفة، بالإضافة إلى استخدام برامج معالجة النصوص، جداول البيانات، دعم الفني للشبكات الداخلية وإدخالها وصيانة أجهزة الوزارة المختلفة، بالإضافة إلى استخدام برامج معالجة النصوص، جداول البيانات، دعم الفني للشبكات الداخلية وإدخالها وصيانة أجهزة الوزارة المختلفة، بالإضافة إلى استخدام برامج معالجة النصوص، جداول البيانات، دعم الفني للشبكات الداخلية وإدخالها وصيانة أجهزة الوزارة المختلفة.

م: علي بن عبد السلام بن علي الغدالي
مدير دائرة تقنية المعلومات

JABAL SHEMS
TRAVEL TOUR

الفاضلة / ملاك بنت يعقوب بن عامر الرحبي

المحترمة

الموضوع: قبول في الوظيفة

بعدد الله وتوفيقه تم قبولك ميدانيا في وظيفة التنسيق والمتابعة مع الشركات الأوربية، وسوف تكون فترة تدريب خلال الأشهر القادمة ومن ثم ناوليك بشكل التفصيل.

نحن حبك في جبل شمس للسفر والسياحة.

المدير التنفيذي

PO BOX 3476 PC 123 Muscat, Sultanate of Oman
Tel : +96824551199 GSM: +968 925813391 Email: info@jabalshems-travel.com
www.jabalshems-travel.com

NOMAC OMAN

We NOMAC Oman hereby present this Certificate in recognition of the training requirements in Supply Chain Department for

Malak Yaqoob Al Rahbi

Given for the period from 1st September 2022 to 15 September 2022

Head- HR Operations & Shared Services
First National Company for Operation & Maintenance Services LLC

NOMAC OMAN

We NOMAC Oman hereby present this Certificate in recognition of the training requirements in Information Technology Department for

Malak Yaqoob Al Rahbi

Given for the period from 15th August 2022 to 31st August 2022

Head- HR Operations & Shared Services
First National Company for Operation & Maintenance Services LLC