

Mrs Zohra Said

Tripoli - Libya

Mobile: +44 218- 925844710

Email : zahra.mohamed.said2013@gmail.com

Personal Profile

I am a bright, articulate and meticulous individual with exceptional communication and interpersonal skills. Capable and organised, I am able to prioritise my workload and manage my time to achieve set targets and meet deadlines. I easily build strong working relationships with others which allow me to work productively and effectively as a team member; whilst being equally efficient when working alone.

Employment History

Tripoli University, Faculty of Economics & Political Sciences

2014-2018

Lecturer at Dept. of E-commerce, Faculty of Economics & Political Sciences

- Involved in the research and designing of new courses and materials.
- Assessing student's course work and material.
- Involved in the set up of exams and the marking of results
- Providing mentoring, advice and support to students on a personal level.

Head of Information & Documentation office

- Lead team of 10 IT professionals providing technological support for several hundred employees.
- Keep up to date on new and innovative technology solutions and analyze them for potential implementation.
- Prepared monthly reports for senior managers.
- Continually update Faculty -wide information management system for maximum efficiency.

Tripoli University, Computer Science Department

2009 – 2010

Teaching Assistant

- Assisting the teaching staff with room preparation, setting up experiments and reading materials
- Assisting with all associated administration tasks
- Supporting students to complete their assignments

High National Elections Commissions HNEC

2019

- Lead team of 14 IT professionals providing technological support for several hundred employees.
- Keep up to date on new and innovative technology solutions and analyse them for potential implementation.
- Prepared reports for senior managers.

- Supervise a several IT projects
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Qualifications, Awards and Commendations

- Master's degree in Information Technology leadership from CQ University Australia
 - Bachelor Degree in Computer Science leadership from Tripoli University
 - Certificate of English for Academic Purposes Level 2 from Griffith University Australia
 - Certificate of Direct Entry English for Academic Purposes from CQ University Australia
 - Arabic language as a native language
 - Letters of commendations from state director Victoria CQ University Melbourne Australia for getting a highest mark with high distinction in the following master courses:
 - Structure programming
 - Web application for business
 - Database development and management
 - Directed award for academic excellence and outstanding leadership from CQ University Australia
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Excellent references available on request