



ALYA MAHMOOD

Electronic Engineer, Cisco Certified Cyber Ops,
Administration and HR Management

Profile

An Electronic Engineer with a comprehensive knowledge of designing, developing, and maintaining electronic systems. A consistent record of completing projects from the concept and details of the design to their implementation, testing, and handover. Working well under pressure, highly motivated to meet goals, eager to learn, self-motivated, willing to learn with minimum supervision, honest, friendly, and hardworking. Additionally, I am a Cisco certified network associate

Work Experience

Executive Assistant

**Aysha iT Solutions and Consultancy - Manama
Bahrain**

Aug2023 - Present

- Acting as the first point of contact to the Director
- Personal Assistant tasks for the director, including, but not limited to, diary management, extensive email correspondence and organizing both internal and external meetings.
- Acting on behalf of and representing the director as required, including the management of calls, enquiries and requests, expense authorization and sign off on business-related decisions
- Reporting back to the director with detailed and accurate notes following any absence
- Follow-up/Calling to new customers for sales and marketing purposes
- Undertaking projects on a regular basis, including event planning
- Attending meetings and producing follow-up notes
- Providing line management and support to administration and operations teams, including task delegation, training new employees, conducting appraisals, and handling poor performance.

Engineering Internship

Electricity Water Authority

Aug 2017-SEP 2017

- I worked in the telecommunications and control department during my internship at EWA.

Engineering Internship

Gulf Petrochemical Industries Company

JAN 2014- FEB 2014

- I worked in the maintenance department. As a result of this experience, I gained a great knowledge regarding the production of petrochemicals and the systems used to control the process of production, such as the PLC.

Engineering Internship

SA Mena Avionics

JAN 2013- MAR2013

- I gained experience in Avionics supply, including certification, design, installation, and maintenance.

Contact

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alya_essam92@hotmail.com

Bahraini

Bahrain, Muharraq

Skills

- Programming Language C & C++
- PIC Micro-controller
- Communication Skills
- Decision Making
- Organizational Skills
- Leadership Skills
- Strategic Skills
- Multitasking Skills
- People Skills
- Data Entry
- MS Application : Excel, Word, Outlook

Education

Electronics Engineering

Bahrain Polytechnic 2010 - 2016

Bachelors of Electronics Technology

Cisco Certified CyberOps Associate

Cisco 2020 - 2025

Languages

English

Arabic

Refrence

Arshiyah Siddique

Director of AYSHA iT Solutions and Consultancy

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