



<div>Haitham Almadani</div> <div>Education</div>	<div>About Me</div> <p>I'm ambitious and self-motivated individual, who has the necessary skills and personal attributes required for a successful challenging position. As an IT Trainer my responsible for Conduct IT skills gap analyses, Design technical manuals using simple language Conduct role-specific training on tools and programs each team uses daily Applying educational methods to engage trainees</p> <p>Nationality: Sudanese DOB:1979 Address: Saudi Arabia, Riyadh Mobile:00966567286708 Email: eng.haitham.madani@gmail.com BSc, Computer Engineering -Future University-Sudan</p>
<div>Certification</div>	<div> <div> IT Service Management Foundation <ul style="list-style-type: none"> ITIL-Information Technology Infrastructure Library </div> <div>  </div> </div> <div> <div> Microsoft <ul style="list-style-type: none"> MCP-Microsoft Certified Professional </div> <div>  </div> </div> <div> <div> CISCO <ul style="list-style-type: none"> CCNA - Cisco Certified Network Associate </div> <div>  </div> </div> <div> <div> University Of Cambridge <ul style="list-style-type: none"> Cambridge International Diploma In Teaching Using ICT </div> <div>  </div> </div> <div> <div> ICDL <ul style="list-style-type: none"> International Computer Driving License </div> <div>  </div> </div> <div> <div> Others <ul style="list-style-type: none"> TOT Training of Trainer PTM Professional Trainer Maker </div> </div>
<div>Contact</div> <div>0567286708</div> <div>eng.haitham.madani@gmail.com</div>	<div>SKILLS</div> <p>Problem-solving, Analytical skills, Time management, Communication skills, Customer service Coaching, Teamwork Proven work experience as an IT Trainer, or similar role Experience designing technical course material Familiarity with web-based learning platforms and modern educational techniques Good understanding of corporate computer security principles Excellent communication skills with the ability to explain technical terms plainly building meaningful relationships with students</p>
<div>Courses Delivers</div>	<ul style="list-style-type: none"> Microsoft Packages ITIL Art & Design Human Resources

Experience & Career History

Al Mashreq Training Institute -Sultanate Of Oman-Muscat May 2015 – Jun 2023

IT Instructor

Teaches members of an organization about software, equipment and computer usage. These professionals typically conduct employee training courses and evaluate a team's current understanding of it systems to identify additional information they may require

- Conducting workshops and seminars to train employees in new skills or techniques
- Creating training plans based on an analysis of human resource data to identify areas of improvement.
- Assessing employee competency in their job functions and identifying areas for improvement
- Reviewing and revising training materials as needed, including manuals, videos, or other visual aids.
- Designing training programs for new employees on topics such as company policies, ethics, customer service standards, and computer programs.
- Developing new training programs based on changes in technology or business needs.
- Conducting evaluations of training programs to determine whether they are effective.
- Evaluating training program outcomes to identify any issues that need to be addressed.
- Execute training sessions, webinars, workshops etc. in groups or individually.
- Identify problems, determine the accuracy and relevance of information, use sound judgment to generate and evaluate alternatives, and make recommendations.
- Apply concepts, principles and practices related to planning, evaluating and administering training, organizational development and career development initiatives.
- Employ available instructional technology, i.e. the internet, interactive technology, when appropriate.
- Manage technology and technical personnel required for creating, managing and delivering training.
- Teach a course load appropriate to their field or discipline.
- Arrange for and conduct on-site training when needed.
- Plan and organize instruction in ways that maximize documented student learning.
- Employ appropriate teaching and learning strategies to communicate subject matter to students.
- Modify, where appropriate, instructional methods and strategies
- Devise technical training programs according to organizational requirements.
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Knowledge Village Institute – Khartoum- Sudan Jan 2009 -Nov 2015

IT Instructor

- Strategic alignment of the training function with the organization's goals and objectives, and obtaining stakeholder support for imperative training initiatives.
- Evaluate performance to determine whether training is meeting business needs and improving organizational performance.
- Apply the methods, techniques and tools used to analyze program and organizational performance and deliver key performance information used to inform decisions, actions, and communications and accountability systems.
- Develop and deliver learning solutions that meet business needs using needs assessments and evaluative information.
- Optimize processes associated with running a training organization and identifying the strengths and weaknesses of various solutions.
- Select and manage resources, including the employees, materials and vendors, involved in developing and delivering learning initiatives.

- Identify and provide guidance to stakeholders by listening to their needs and identifying processes to address them.
- Produce training schedules and classroom agenda.
- Determine course content according to objectives.
- Prepare training material (presentations, worksheets etc.)
- Execute training sessions, webinars, workshops etc. in groups or individually.
- Keep and report data on completed courses, absences, issues etc.
- Observe and evaluate results of training programs.
- Determine overall effectiveness of programs and make improvements.
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HH. Sheikh Mohamed Bin Rashid IT Education Program - ITEP- Dubai internet city DIC -UAE Jan 2005 -Dec 2008

IT Instructor

- Three years project teach more than 1500 candidates for Dubai government sector such as Dubai Police, Dubai Courts, Dubai Customs, Ministry of Education
- Teach a course load appropriate to their field or discipline.
- Plan and organize instruction in ways that maximize documented student learning.
- Employ appropriate teaching and learning strategies to communicate subject matter to students.
- Modify, where appropriate, instructional methods and strategies
- to meet diverse student needs.
- Develop, update, and post course syllabi in a timely manner.
- Devise technical training programs according to organizational requirements.
- Produce training schedules and classroom agenda.
- Determine course content according to objectives.
- Prepare training material (presentations, worksheets etc.)

University Of Sharjah – UAE Jan 2003 – Dec 2005

Network Engineer - Lab Assistance

- Maintenance of computer networks, hardware, software, and other related systems,
- protecting data, software, and hardware from attacks, and replacing faulty network