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Curriculum Vitae

Manal Al-Sarraf

College of Technological Studies

Shuwaikh, Jamal Abdulnasser Street, Kuwait

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Education

- **Bachelor of Computer Engineering**, Kuwait University, June1997.

- **Master Degree in Computer Engineering**, Kuwait University, June 2012.

Academic experience

(Sept. 2007 – Sept. 2008):

- Teaching the following subjects in the College of Basic Education:
    - Computer Operating Systems.
    - Computer Maintenance.
    - Computer Networks.

(Sept. 2008 – Present):

- Teaching the following subjects at the College of Technological Studies:
    - Computer Operating Systems.
    - Computer Maintenance.
    - Computer Networks.
    - C Programming Language.
    - JAVA Programming Language.
    - Visual Basic.
    - Introduction to Database

Non-academic experience

(Jan. 1998 – Sept. 2007):

- Responsible of all network installations in all PAAET buildings (8 Buildings) and colleges (20 colleges and institutes in various locations in Kuwait), these installations include modems, routers, switches, hubs, converters, and UTP Cables.

- Provide technical support to the users (in all buildings and colleges) that connected to the network using sharing, internet and mainframe.

- Provide technical support to the registration offices in all colleges during the registration periods.

- Connect new users to the network, which includes cabling, installation of network cards, internet configuration, and mainframe configuration.

- Setup of new servers and perform regular server backup.

- Make a network design for new PAAET buildings and connecting it to the existing network.

- Make documentation for the network in all PAAET buildings and colleges.

- Create accounts for new users (mail and internet access) using UNIX.

- Monitoring the status of all colleges through routers.

- Responsible for the Active Directory Server (User accounts and joining user's computers to the domain).

- Responsible for the SMS Server.

Certifications

- **TechShare 99 Training** (Installation of Netware 5, Z.E.N and border manager)

    – Dubai   27/01/1999

- **Interconnecting Cisco Network Devices**
    – Info Center   29/03/2000

- **Advanced Cisco Router Configuration**
    – Info Center   05/04/2000

- **Implementing a Network Infrastructure using MS Windows 2000**
    – New Horizon   12/05/2001

- **Linux Introduction (KLI-101)**
    – Kuwait Linux   From   18/01/2003   To   22/01/2003

- **Managing Cisco Network Security**
    – New Horizons   From   16/03/2003   To   12/04/2003

- **ICDL Training Course**
    – Cambridge Institute Private Training
                                                From   06/12/2003   To   13/01/2004

- **Fiber Optics Networks**
    – Engineering System Group   From   17/05/2004   To   19/05/2004

- **Managing a Microsoft Windows Server 2003 Environment**
    – New Horizons Training   25/06/2005

- **Managing Microsoft System Management Server 2003 (SMS)**
    – Info Center   From   13/08/2005   To   24/08/2005

- **ICDL Certification** 20/09/2007
- **A+ Certification**
  - Info Center From 27/01/2008 To 07/02/2008
- **Introduction Photoshop CS**
  - Info Center From 27/05/2008 To 02/06/2008
- **Advanced Photoshop CS**
  - Info Center From 03/06/2008 To 09/06/2008
- **Network+ Certification**
  - Info Center From 13/07/2008 To 31/07/2008
- **Educational Preparation**
  - MEPDC From 09/03/2009 To 09/04/2009
- **Designing a Scientific Thesis**
  - MEPDC From 26/04/2009 To 30/04/2009
- **Endnote Course**
  - MEPDC From 31/05/2009 To 04/06/2009
- **WIDS**
  - MEPDC From 07/06/2009 To 11/06/2009
- **The Seven Habits of success**
  - Development Creative Center for Consulting 27/11/2012
- **The Art of Computer Indexing**
  - MEPDC From 02/12/2012 To 04/12/2012
- **The Art of Dealing with Students**
  - MEPDC From 12/05/2013 To 14/05/2013
- **Certified Information System Security Professional**
  - Info Center From 10/11/2013 To 26/11/2013
- **Certified Ethical Hacking**
  - Info Center From 6/12/2015 To 22/12/2015
- **CompTIA Security+**
  - New Horizons Computer Learning Center - USA
    From 15/1/2018 To 19/01/2018
- **Introduction to Academic Accreditation Standards**
  - MEPDC From 18/3/2018 To 20/03/2018
- **Training Strategy**
  - Ebn Al-Haitham In-Service Training Center
    From 10/03/2019 To 14/03/2019
- **Microsoft Teams**
  - MEPDC From 02/06/2020 To 03/06/2020
- **Moodle – Level 1**
  - MEPDC From 30/06/2020 To 02/07/2020

- **Microsoft Office 365**
  - MEPDC   From   06/07/2020   To   07/07/2020
- **Interactive e-learning design**
  - MEPDC   From   05/12/2021   To   07/12/2021
- **Siemens SIMATIC S7 Programming on TIA Portal V15.1**
  - College of Technological Studies
    05/12/2021   -   8 Days

Current membership

Click or tap here to enter text/ none if Not Applicable.

Honors and awards

Click or tap here to enter text/ none if Not Applicable.

Service activities

Click or tap here to enter text/ none if Not Applicable.

Publications and presentations

Click or tap here to enter text/ none if Not Applicable.

Professional development activities

Click or tap here to enter text/ none if Not Applicable..