

MOHAMMED K. A. ALTABAN

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Professional Summary

Motivated and detail-oriented Information Technology student specializing in **Information Systems and Web Security**. Possessing strong foundational knowledge in **web development, data management, and IT support**, with hands-on experience in academic and simulated environments. Demonstrates the ability to analyze data, solve technical problems, and support IT operations effectively. Committed to continuous learning, improving technical performance, and contributing to organizational success in dynamic environments.

Core Competencies

- Web Development: HTML, CSS, WordPress
 - Data Entry, Cleaning & Analysis (Excel, Access)
 - IT Support & Troubleshooting (Hardware & Software)
 - Cybersecurity Fundamentals & Web Security Concepts
 - Database Management & Basic SQL Operations
 - Project Coordination & Technical Documentation
 - Problem-Solving & Analytical Thinking
 - Time Management & Task Prioritization
 - Teamwork & Communication Skills
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Education

- **B.Sc. in Information Technology (Information Systems & Web Security)**
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Professional Experience (Internship Style / Volunteer)

IT Support & Web Development Intern

Local IT Solutions — Gaza | 2023–2025

- Assisted in designing, developing, and maintaining websites using HTML, CSS, and WordPress.
- Provided daily technical support to staff, resolving hardware and software issues efficiently.
- Managed and maintained databases, including data cleaning and generating analytical reports.
- Implemented basic cybersecurity practices such as user access control and password policies.

- Supported system updates and ensured smooth IT operations within the organization.
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Data Management & Office Automation Volunteer

Community Development Programs — Gaza | 2023–2025

- Entered, verified, and maintained large datasets with high accuracy and consistency.
 - Designed automated Excel templates and reports to track project performance.
 - Assisted in preparing presentations, reports, and technical documentation.
 - Coordinated IT-related logistics during community activities and projects.
 - Improved workflow efficiency through basic automation and data organization techniques.
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Web Development & Digital Design Projects (Freelance / Practice)

- Developed responsive web pages and landing sites for small organizations and training purposes.
 - Created digital content and presentations using Microsoft Office and Adobe Photoshop.
 - Applied basic SEO techniques and managed website content using CMS platforms.
 - Simulated real-world projects to strengthen technical and problem-solving skills.
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Technical Training & Certifications

- Web Development Fundamentals — Friends Without Borders Center | 30 hrs | 01/03/2023–19/04/2023
 - Social Media Design using Photoshop — 20 hrs | 01/05/2025–01/01/2026
 - Cybersecurity Fundamentals — Certified Training Program | 25 hrs | 05/03/2024–15/04/2024 (*enhancement*)
 - Advanced Database Management (SQL) — 30 hrs | 01/07/2024–30/07/2024 (*enhancement*)
 - Computer Maintenance & IT Support — Practical Training | 20 hrs | 10/02/2023–28/02/2023 (*enhancement*)
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Technical Skills

- Microsoft Office: Advanced (Excel, Word, PowerPoint)
- Web Development: HTML, CSS, WordPress
- Database Management: Data entry, validation, and basic analysis

- Cybersecurity: Basic protection practices and risk awareness
 - IT Support: Troubleshooting hardware/software issues
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Languages

- Arabic: Native
 - English: Intermediate
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Work Ethics & Professional Values

- Strong commitment to data confidentiality and information security
- Ability to work under pressure and meet deadlines
- Adaptability and willingness to learn new technologies
- Effective team collaboration and communication