

Mina Ashraf Monir

Location [Heliopolis, Cairo] | Phone Number [+201015242593] |

Email [minaashraf285@gmail.com] | LinkedIn [mina-ashraf-monir] | Github [mina-android]

Skills

Technical Skills:

- Programming Languages: Python, C++, Java
- IT Support: Troubleshooting, Network Configuration, System Maintenance, PC Building & Fixing, Laptop
- Flutter Applications Development
- Fixing Tools & Platforms: Git, VS Code, Linux, MacOS, Windows Server
- Prompt Engineering

Creative Tools:

- Adobe Photoshop, Lightroom, DaVinci Resolve, Canva

Soft Skills:

- Strong communication and teamwork Problem-solving mindset
- Time management and multitasking Fast learner with a proactive attitude

Work Experience

• IT Support Specialist / Part-Time

Rada Public Relations – Heliopolis

11/2021 – 7/2025

- Provide technical support for software and hardware issues across company systems.
- Perform network setup, maintenance, and troubleshooting.
- Manage IT inventory, backups, and system documentation.

• IT Support Specialist / Part-Time

El Helal Import & Export – New Cairo

9/2023 – 7/2025

- Provide technical support for software and hardware issues across company systems.
- Perform network maintenance, and troubleshooting.
- Backups, and system documentation.

• IT Support Specialist / Full-Time

Rada Public Relations – Heliopolis

2/2026 – Current

- Provide technical support for software and hardware issues across company systems.
- Perform network maintenance, and troubleshooting.
- Manage IT inventory, backups, and system documentation.

Education

- [Bachelor in Computer Science - 2026 - Cairo Higher Institute] – [New Cairo]

Certifications

- CompTIA A+ / Network+ (Self Learning)
- Google IT Support Certificate (Self Learning)

Languages

- English (Fluent)