

Objectives

Looking for a challenging role in a reputable organization to utilize my technical, database, and management skills for the growth of the organization as well as to enhance my knowledge about new and emerging trends in the IT sector.

Experience.

Shamah Autism Center , Dammam , June 2022 – September 2022

- Finance Department / Contract Management
- HR Department / I had worked with JISR website for the employees – enter their information's
- Data entry – Excel and word
- I had dealt with troubleshooting the system , Microsoft office programs and network

Education

- Higher Diploma in IT Technical Support (System Support) In ITC college JUNE –2022
- PET Certificate A2 in 2019

Skills & Abilities

- Knowledge of MS office program
- Good communication with people.
- Collaborate with the business team.
- Strong problem solver and resourceful
- Dedicated team player and Self-starter and quick learner
- Able to work under pressure and in a fast-paced environment, as part of a team or independently
- Able to rapidly grasp new concepts and ideas, keen to learn and improve skills
- Adaptability and Time management
- Analytical and complex problem solving
- Self-motivated, efficient, detail oriented

Courses

- **Customer service skills and dealing with auditors** From Tamkeen Alhadaf for Training
- **Skills to deal with work pressure** From Tamkeen Alhadaf for Training
- **Public relations** From Tamkeen Alhadaf for Training
- **Persuasion and change skills** From Tamkeen Alhadaf for Training
- **Creative development of work processes** From Doroob