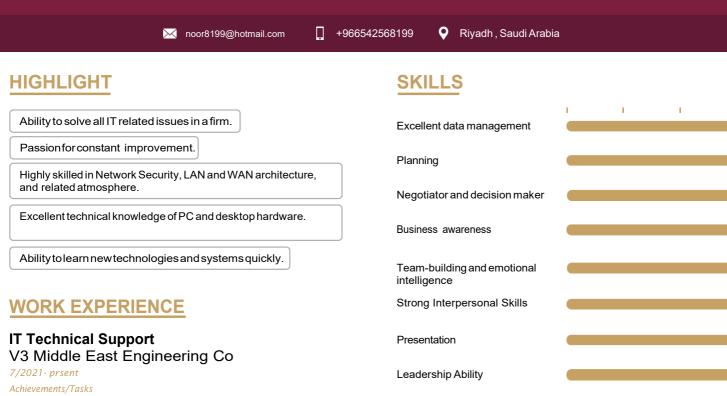# Noor Alotaibi

IT Specialist

A highly professional Information Technology Specialist with A high experience in manage information technology and computer systems, communicating job expectations and appraising their performance and Ensure security of data, network access and backup systems. Dynamic and motivated professional. Adaptable and transformational person with an ability to work independently, creating effective presentations, and developing opportunities that further establish organizational goals

✉ noor8199@hotmail.com   📱 +966542568199   📍 Riyadh , Saudi Arabia

HIGHLIGHT

- Ability to solve all IT related issues in a firm.
- Passion for constant improvement.
- Highly skilled in Network Security, LAN and WAN architecture, and related atmosphere.
- Excellent technical knowledge of PC and desktop hardware.
- Ability to learn new technologies and systems quickly.

WORK EXPERIENCE

IT Technical Support
V3 Middle East Engineering Co
7/2021- prsent
Achievements/Tasks

- Supervised system troubleshooting.
- Manage and running Microsoft Office.
- Antivirus software handling and management.
- Network Switching and Wireless Access Points.
- Active Directory management.
- User support and troubleshooting.

Administrative assistance
Saudi Electricity Company
one month

- Coordinates and organize the responsibilities & daily tasks of the Manager.
- Prepare letters & Emails.

Courses

- IT Workplace – Master Microsoft office 2020
- Awareness of Cyber Security Riks 2020
- Basic English Grammar

Membership

- Member of Saudi Council of Engineering (IT Technical Support)

SKILLS

- Excellent data management
- Planning
- Negotiator and decision maker
- Business awareness
- Team-building and emotional intelligence
- Strong Interpersonal Skills
- Presentation
- Leadership Ability
- Self-motivation
- Analyzing data
- MS Office

TECHNICAL SKILLS

- Operating systems.
- Programming
- Application designing.
- Technical Support
- HelpDesk Support

EDUCATION

Diploma "IT Technical Support."
ICT Alkharj
2020
Riyadh

LANGUAGES

English
Very Good

Arabic
Native