

Rana Bakheet Alzahrani

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OBJECTIVE

Seeking an opportunity as IT-Network Support Technician to contribute in the organization's growth. Seeking a challenging position where I can be of benefit to the company and develop both my technical and interpersonal skills. I have customer service skills, analytical thinking skills, knowledge of computer operating systems, hardware and software

EDUCATION

ASSOCIATED DEGREE

ILEI Woman's Vocational College

Major: I.T Network Support

Graduation date: August 2018

Alkhobar

WORK EXPERIENCE

Work, IT Executive Assistant and Sales Executive at Gulf Technology Valley (GTV)

May 2021-May2022

- Making travel arrangements for executives.
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- Performing office duties that include ordering supplies and managing a records database
- Experience as a virtual assistant.

Sales Executive

- demonstrating and presenting products
- negotiating contracts and packages
- reviewing sales performance.

Work, Health Insurance Coordinator at Almouwasa Hospital

March 2019 - July 2020

- Quick and adept at gathering and processing patient health and insurance information.
- Gather information from health insurance application and create personal medical records to store important documentation.
- Sustains multiple databases by entering new and updated customer and account information.

Work, ILEI Woman's Vocational College

January 2019

- Software installing windows.
- Setting IP address to printer.
- Cleaning and organizing storage.
- Fixing printer, speakers, and projector.

Work, First High School at Alkhobar

November 2018

- Administrative tasks.
- Updating and sending students data and information.
- Software installation and upgrading.

CERTIFICATIONS

- | | |
|--|---------------|
| • Certificate Professional Accreditation – From Saudi Council Of Engineers | July 2021 |
| • Administrative supervision | January 2021 |
| • ITIL | February 2021 |
| • Active Directory Administrator | March 2021 |
| • Enterprise growth strategies | November 2020 |
| • AWASSER | February 2020 |
| • International Certificate in IT Skills Foundation | June 2017 |

SOFTWARE AND LANGUAGE SKILLS

- Microsoft Office
- **Languages:** Arabic, English
- **Writing Emails**
- **Data entry**
- **Organization**
- **Work under pressure**

VOLUNTEER

- | | |
|-----------------------------------|------------|
| • Community Health Volunteering | April 2021 |
| • Organize Black Diamond Festival | March 2018 |
| • King Fahad Airport | May 2017 |