

# Fatimah AlQahtani

## Personal Info

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## Objective

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To work in a competitive and challenging environment that enables me to exert the maximum effort and reveal my full true potential, while making a significant contribution to the success of the company.

## Education

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Bachelor's degree in Information Technology & Computing  
Arab Open University, Dammam, Saudi Arabia.

## Experience

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- **Buro,**

- **Position: IT Coordinator**

- Monitor system and network performance and organize maintenance activities (e.g. backups)
  - Install and configure software and hardware, including printers, network cards and so on
  - Set up new users' accounts and profiles and deal with password issues
  - Solve technical problems

- **Mouwassat Hospital,**

- **Position: IT Support**

- Grant employees with access to the system
  - Receive tickets and send it to the right department
  - Create tickets by uploading client's complaints to the system
  - Fix printers

- **China Huanqiu contracting & Engineering Co., LTD,**

- **Position: Administration**

- Working on social and medical insurance
  - Preparing or updating employment records related to hiring, transferring, promoting, and terminating
  - Ensuring new hire paperwork is completed and processed

## Training Experience

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- **Asas Aloula Holding,**

- **Position: IT Administration**

- Create tickets by uploading client's complaints to the system
  - Organizing, arranging and coordinating meetings
  - Handle queries from managers and employees
  - Maintaining general office files

## Skills

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- Microsoft Office: Word, Excel, PowerPoint, and Outlook
- Communication skills and interpersonal skills
- Time management, leadership, and detailed oriented