

Objectives

I hope to join a dynamic and self-esteem organization with potential for future growth, and contribution of new ideas. Desire a challenging position in the field of computer that utilizes my technical and professional experience and knowledge .

Experience

Elementary School forty-seventh, Dammam, November2020- December2020

- Use Microsoft Office Programs.
- Experience in management using computer data entry.
- Organize files.

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

My GPA is 3.58 From 5

- PET Certificate A2 in 2019

Skills & Abilities

- Computer Hardware Knowledge
- Leadership
- Communication skills
- Attention to detail
- Problem solving

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 Dorroob