

Shahad Ali Alharbi.

Contact

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Languages

- Arabic.
- English.

Summary

I am a diploma student majoring in I.T. Network Support. I seek a challenging and rewarding entry-level position within the I.T. industry.

Skill Highlights

- Arabic (fluent), English (intermediate).
- Microsoft Office proficient (Word, PowerPoint, Excel)
- Network configuration proficient (Cisco Packet Tracer).
- O.S. installation/upgrading proficient.
- Server configuration/installation proficient.
- Command line O.S. user
- Spiceworks help desk user.

Experience

ILEI College teacher assistant- 2019

- prepare presentation, paperwork for the students. Make quizzes and exams for the students.

MORTOCO Compound Receptionist- 2019 – August - October

- Serves visitors by greeting, welcoming, and directing them appropriately. Notifies company personnel of visitor arrival.

Halliburton Energy Services receptionist / service planner- 2019 – 2020 – Oct -Jun

- Answering screening and forwarding incoming phone calls, Receiving and sorting daily mail / making tickets, fixing contracts or issues related to the tickets.

Education

Diploma of IT Support network: ILEI College in Al Khobar – 2016 - 2019.

- GPA: 4.07 / 5

Cambridge University 2016.

- MICROSOFT OFFICE PROFICIENT, ENGLISH COURSE (B1).

Monshaat Academy - 2020.

- Cyber security course - blockchain course.

Cisco Networking Academy 7/6/2020 – 16/7/2020

- IT Essential - Network Essential Certifications.