



# Huda Saud Al-Mutairi



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## My info



Saudi Arabia



Riyadh

## Education

### Technical support diploma

Technical and Vocational Training Corporation  
(Technical College)

Riyadh

2013/2015

GPA: 3.58

Grade: Good

## Languages

Arabic ●●●●●

English ●●●●●

## Objective

I am a computer diploma graduate, I seek to develop myself and apply all my skills, experiences and information, to reach my goal and gain more experiences, ambitious, persevering, and proficient in work.

## Training courses

- Information security course
- Teamwork skills course
- time management course

## Experiences

- **Operations Outlet (Riyadh Bank)**

2016 - 2018

customer service  
Data entry  
Support branches  
Working on the Monetary Agency (SAMA) system

- **Administrative Secretary (Al-Binaa Al-Zahi Contracting Establishment)**

2020

Entering bills into the device  
Meeting Coordination  
writing reports

## Technical skills

Ability to work under pressure  
Familiarity with Microsoft Office programs  
solving problems  
Experience with social media

## Certificates

- **Cisco Network Academy 2014**

- Define information technology (IT) and describe the components of a personal computer.
- Describe how people and equipment are protected from damage.

- **Microsoft IT Academy 2014**