

Abdulwahab Alrasheedi

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PROFILE

I am seeking a challenging career in an organization that provides an opportunity to improve my skills and abilities.

EDUCATION

OCT 2017 – JAN 2020

Diploma of Computer Technical Support, Technical and Vocational Training Corporation – RIYADH

EXPERIENCE

FEB 2020– APR 2020

Administrative clerk, Al Bayan High Institute for Training co.

- Handle with Outside Visitors.
- Create and Organizing Students Files.
- Registering and Response the Inquiries for New Students.
- Preparing Reports and Data Entry

JUN2019 – AUG 2019

Cooperative Training, Technical and Vocational Training Corporation – **Department of Computer Information Technology**

SKILLS

- Ability to work under pressure and cope with deadlines.
- Excellent in microsoft office.
- Organizational and planning skills.
- Adaptable (work in changing environment).
- Work effectively on team.

CERTIFICATES

- **Cisco Networking Academy** (Technical and Vocational Training Corporation- **13/10/2018**)
- **Principles of Volunteering and the Rights and Duties.** (Technical and Vocational Training Corporation- **22/03/2018**)
- **IT Essential** (Technical and Vocational Training Corporation- **05/02/2018**)