

Amal Olayan Almutairi

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I am an energetic, ambitious person who has developed a mature and responsible approach to any task that I undertake, or situation that I am presented with. I am excellent in working with others to achieve a certain objective on time and with excellence.

Education

Technical and Vocational Training Corporation

Riyadh, Saudi Arabia

Diploma of Technical Support, Jan 2020

- Grade: very good
- Overall GPA: 4.42 out of 5

Experience

King Faisal Specialist Hospital & Research center,

Riyadh, Saudi Arabia

Data Entry, Dec 2020 - until now

- Volunteer for fight COVID-19 infection.
- Enter patient data with negative results.

King Saud University Collaborative training

Riyadh, Saudi Arabia

Technical Support, 09/2019 - 12/2019

- Configure devices and load operating systems on them and other program.
- Diagnosing and resolving faults in computers, peripherals or printers.
- Download and deal with anti-virus software.
- Dealing with all office programs.
- Implement security measures in the device, such as encrypting files and saving them with password.
- Use of technical support programs to store fault in a database.
- Create new users and give them the required powers.
- Recover deleted files from removable storage media.
- Preparing wires for network and using them to connect computers with each other in a network, whether from the type of peer to peer or the client server.

Courses – Certificate

- Cisco Networking Academy. Cybersecurity Essentials. 1 Jan 2021
- Cisco Networking Academy. Introduction to Cybersecurity. 23 Nov 2020
- Misk foundation. Holding the future path for career preparation program. Oct 2020
- EF Executive Language Institute. CEFR level B1. Jul 2020
- Cisco Networking Academy. CCNA Routing and Switching Introduction to Networks 2018
- Cisco Networking Academy. CCNA routing and Switching Fundamental of Routing and Conversion 2018
- Cisco Networking Academy. Linux Professional institute. 2018
- Microsoft. Installing and configuring Windows server 2012. 2018
- Cisco Networking Academy. IT Essentials. 2018

Skills

Communication skills - Team management skills - Advanced computer skills - Careful observation

Languages

- English language

Identifiers

King Saud University, Training Supervisor: Sara Alsayed - Phone: +966 50 293 8193