

# Nada Almasoud

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## PROFILE

Efficient, committed, hardworking, enthusiastic, Creative, and social intelligence, university graduate with a Diploma of Technical Support and Bachelor of Social Science, I look forward to an opportunity to apply and develop my knowledge and academic skills in technical.

## EDUCATION

MAR 2023

**Associate Degree of college of Technology**, from the department of Computer and Information Technology in the field of Computer Technical Support

- GPA 4.92 of 5
- Grade Excellent

## EXPERIENCE

Apr2021- Mar 2023

- **Customer Support**, Ministry of health

## SKILLS & LANGUAGE

- Highly organized
- Good oral, written, communication and presentation skills
- Able to learn new system and procedures quickly
- Punctual
- Knowledge of Microsoft Office Applications
- Administrative skills
- English language
- Computer maintenance
- Software installation and update
- Solving technical problems and fault repair

## CERTIFICATES

- Customers service
- The Secretary
- Reports preparation
- Psychology
- TOT
- Driving License