



EBTEHAJ SAYER ALHARBI

 Riyadh

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Career Objective:

My ambition is to join a professional work environment that allows me to develop my practical skills, gain new experiences, and be an effective and productive member to achieve success, development and contribute to the development of the workplace in which I will work.

Personal skills:

1. Time management.
2. Work under pressure.
3. The ability to work collectively.
4. The completion of tasks and work with the required quality and on time.

Technical skills:

1. The ability to interact on the Windows Service system
2. The ability to interact with the Linux system.
3. Microsoft programs.
4. Outlook.
5. Web and social networking
6. Working with Active Directory and Exchange

Certificate

2016

Diploma in computer applications
From Imam Mohammad Ibn Saud Islamic University (IMSIU)

2021

Diploma in Network Systems Administration From Technical And Vocational Training Corporation With a GPA 4.47 out of 5. With a second honor degree.

Courses

1. Training Program in Digital Government Authority IT Department
2. IT Essentials : PC Hardware and software.
3. CCNA : routing and switching.
4. NDG: Linux Essentials.
5. Introduction to cyber security.
6. Executive secretarial and office management skills.
7. Effective administrative communication skills.
8. Writing reports and administrative correspondence.
9. Financial planning and budgeting.
10. Entrepreneurship

Languages:

ARABIA 

ENGLISH 