

HAYA RASHED BIN HADHIR

- FRESH GRADUTE •

I am looking for job opportunity in a motivational company that will help me utilize my skills and gain more experience.

📞 966555936207

✉ hayabinhadhir@gmail.com

📍 Riyadh

EDUCATION

Information Technology Diploma

PNU | 2019-2021

TECHINICAL SKILLS

HTML	●	●	●	●	●
Database	●	●	●	●	●
Microsoft Office 365	●	●	●	●	●
Excel Microsoft	●	●	●	●	●
Adobe Fireworks CS6	●	●	●	●	●
Data Entry	●	●	●	●	●
Computer proficiency	●	●	●	●	●

SOFT SKILLS

Communication

Problem-solving

Time Management

Creativity

Teamwork and leadership

Ability to comprehend and carry out work

Fast learning

EXPERIENCE

SYSTEM ADMINISTRATOR

King Abdulaziz foundation for research and archives | 01/2021 - 05/2021

- System administration for employees
- Managing employee accounts
- Management on the internal and external website of the company

COURSES

- Computer Security
TITC | 2021
- Project management IT
Attaa Digital | 2021
- Introduction to Graphic Design
Drooob | 2021
- Cyber Security
Drooob - Stc | 2021
- Teamwork skills
PNU | 2021
- Reports preparation
PNU | 2021

LANGUAGES

- Arabia

Native or Bilingual Proficiency

- English

Professional Working Proficiency