

ABOUT ME

IT, Java, Programming,
Operator, IT analytical,
Archiving, Art, reporting,
explanation, data validation,
leading, administrator.

CONTACT

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Alsharqia

EDUCATION



EDEXCEL BTEC

Higher National Diploma
2007

Photoshop course for 20h.
Computer Network course
for 2m.

English language course 4
levels.

MAHA K. ALHAMDAN

TECHNICAL SUPPORT

OBJECTIVE

Seeking a challenging career opportunity in a company that I will apply my skills and knowledge and can be utilized, developed while proving my education and language.

EXPERIENCE

SAUDI ELECTRONIC UNIVERSITY

Technical support (From 25/8/2012 till now Dammam).

- Coordinator of technical support unit and digital content.
- Computer Operator.
- Network Definition.
- Hardware testing.
- Programmer testing.
- Online support.

DHL

Data Validation Center (From 1/1/2008 to 9/8/2008 Khobar).

- Make & receive call from customer.
- Validate information and addresses.

HALA SUPPLY COMPANY

Call Center Agent (From 22/4/2007 TO 22/8/2007 Khobar).

- Saudi post wasil project.
- Make the new subscribe for new customer.
- Receiving calls, writ daily reports for the problems.

AJIAL ALRESALH SCHOOL

Administraitor management (from 3/9/2005 to 30/5/2006 (Dhahran).

- management department.

- Responsible for the presence and absence of staff and students.
- Responsible for the official letters sent.
- Photography, drawing, Simulation parents.
- Participate in a seminar in the proper ways to deal with the kids.

SKILLS

- Microsoft office & iWork.
- Photoshop & Interface.
- Visual Basic (Java).
- Phone Application.
- Ambitious.
- Detail-oriented.
- Promptitude.
- Decision Making.
- Designing.
- Reporting.
- Eager to knowledge.
- Paint
- Photograph.
- collaborating.
- Problem solving.

COURSES

- Cyber security.
- Problems solving and decisions making.
- Dealing skills with beneficiaries.
- HTML 5 web page development.
- Training Of Trainers (TOT).
- Computer Network Basics.
- Security Fundamental.
- Positive thinking.
- Executive capacity of managers.
- Managing windows OS.
- Software quality assurance.
- Effective communication skills.
- Public Relations skills.
- AMEX Product orientation and Customer Service.