

# Noura Awaad Alshalwe

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**Phone: 0500499426**

**Birth:** 18/06/1995

Riyadh | Saudi Arabia

**Gander:** Female.

**Nationality:** Saudi.

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**Career Objective:** Seeking an opportunity that gives me a chance where I can improve my knowledge, skills and ability and contribute to meet the company goals.

**Education:** The College of Technology - 2016

- Technical Support Diploma.

**Certificates:**

- Training of Trainers certificate from the College of Technology.

**Experience:**

- Telemarketing sales department at **STC**
- Official trainer since 2016 until now.
- Own business in computers and phones maintenance since 2016 to Apr 2018.
- A maintenance engineer in the Fix Tag Corporation since Dec 2015 to Feb 2016.

**Skills:**

- Writing reports.
- Microsoft Office.
- Writing job descriptions.
- Computers software and hardware maintenance.
- Phones software and hardware maintenance.
- Search skills.
- Communication skills.
- Analytical skills.

**Courses:**

- **2020 computer A+ Maintenance Essentials from CompTIA**
- 2016 Basics of mobile maintenance.
- 2015 IT basics from Cisco company.
- 2015 Orientation and conversion of CCNS introduction to networks from Cisco company.
- 2015 Configuring windows Server R 2012 from Microsoft IT Academy.

**Achievements:**

- I have provided 6 training courses exceeded 400 hours.

**Languages:**

- Arabic.
- English.

**All documents are available upon request**