

# Rana Bakheet Alzahrani

+966594360155, ranaalzahrani994@gmail.com

8916 Samra Ibn Rabiah unit-2, Ad dammam, 32264-3066

## **OBJECTIVE**

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Seeking an opportunity as IT-Network Support Technician to contribute in the organization's growth. Seeking a challenging position where I can be of benefit to the company and develop both my technical and interpersonal skills. I have customer service skills, analytical thinking skills, knowledge of computer operating systems, hardware and software

## **EDUCATION**

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### **ASSOCIATED DEGREE**

ILEI Woman's Vocational College

Major: I.T Network Support

**Graduation date: August 2018**

Alkhobar

## **WORK EXPERIENCE**

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**Work,** IT Executive Assistant and Sales Executive at Gulf Technology Valley (GTV)

May 2021-Present

- Making travel arrangements for executives.
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- Performing office duties that include ordering supplies and managing a records database
- Experience as a virtual assistant.

### **Sales Executive**

- demonstrating and presenting products
- negotiating contracts and packages
- reviewing sales performance.
- attending trade exhibitions, conferences and meetings

**Work,** Health Insurance Coordinator at Almouwasa Hospital

March 2019 - July 2020

- Quick and adept at gathering and processing patient health and insurance information.
- Gather information from health insurance application and create personal medical records to store important documentation.
- Sustains multiple databases by entering new and updated customer and account information.

**Work,** ILEI Woman's Vocational College

January 2019

- Software installing windows.
- Setting IP address to printer.
- Cleaning and organizing storage.
- Fixing printer, speakers, and projector.

**Work,** First High School at Alkhobar

November 2018

- Administrative tasks.
- Updating and sending students data and information.
- Software installation and upgrading.

## **CERTIFICATIONS**

- Certificate Professional Accreditation – From Saudi Council Of Engineers July 2021
- Administrative supervision January 2021
- ITIL February 2021
- Active Directory Administrator March 2021
- Enterprise growth strategies November 2020
- AWASSER February 2020
- Saudi Aramco Female University Seminar February 2018
- International Certificate in IT Skills Foundation June 2017

## **SOFTWARE AND LANGUAGE SKILLS**

- Microsoft Office
- **Languages:** Arabic, English

## **VOLUNTEER**

- Community Health Volunteering April 2021
- Organize Black Diamond Festival March 2018
- King Fahad Airport May 2017