

# Waad Al-Garni

Dammam City, Kingdom of Saudi Arabia

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## Professional Profile

An IT Support graduate, possesses problem solving and quick learning skills, enjoys being part of a team as well as being a leader in it. Seeking to apply my skills and knowledge in addition to get more experience to help in supporting the company's systems and be in a supportive environment where it encourages productivity as well.

## Experience

2 SEP 2018 – 2 JAN 2020 in BGS “International school” as **Manager Assistant**.

27 November 2016-29 December 2016 - **Education office** as Manager Assistant – On Job Training, duties included: Powerpoint Presentation, hardware trouble-shooting, etc as Manager assistant.

## Education

**2018** Degree: High Diploma 4.13  
Network Support Major  
College of excellence, ILEI Women’s Vocational College

## Certifications/Workshops

- Cambridge University ICT proficiency certification
- Cambridge University English PET certification – B1 (intermediate)
- Workshop about careers with Miss. Norah. Khobar, 8 middle school the talk about “PowToon” applications
- Voluntary work Saudi Diabetes and Endocrine **Association** 10 hours 2017
- Volunteer job for King Abdulaziz & His Companions Foundation For Giftedness & Creativity

## Skills

Languages

- Arabic, English (fluent)

Other Skills

- Excellent time management skills
- Excellent problem-solving skills, able to work productively and instinctively with good initiative
- Strong leadership and organizational skills
- Multi-tasker
- Highly diligent and flexible

## References

**Ms. Naseera Ashraf:** Team Leader – Diploma Network Support, ILEI Women’s Vocational College, Al Khobar, [naseera.ashraf@esgsa.com](mailto:naseera.ashraf@esgsa.com) Tel: +966-532696319

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