



ATHEER SAEED AL-SHAMRANI

INFORMATION TECHNOLOGY

CAREER OBJECTIVE

Seeking to find an opportunity with a supportive environment where I can apply my knowledge and skills for continuous improvement, and working to gain experience

SKILLS

Microsoft office program	●●●●●●
Solving problem	●●●●●●
Great communication skills	●●●●●●
Listings skills	●●●●●●
Organizational skills	●●●●●●
sense of responsibility	●●●●●●
Attention to detail	●●●●●●

LANGUAGE

- Arabic ●●●●●●
- English ●●●●●●

CONTACT DETAILS



Riyadh, Saudi Arabia



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0507319549

EDUCATION

31 May.2020 **Nora Bint Abdulrahman University**

Diploma degree in information technology with a GPA (4.49 of 5), Second class Honor

EXPERIENCE

Jan–Mar.2020

Technical Support

Health Sciences Research Center

- Verify the effectiveness of the hardware in the computer
- Installing the computer and phone, taking the serial number of each of them, registering it in the Excel program, and updating it
- Install RAM for each computer
- Install Windows7
- Download important programs, including: vision2013, Microsoft Office program, AdobeRdrDC, EndNote.
- Add a printer and connect it to employee devices
- Computer mirror screen for wireless TV
- Map a network drive for the enterprise site for each of the employees
- Receive and fulfill tasks via email

15Jul–26Sep.2020

Sabbar company

Flexible contract for more (100) hours

- I worked in the field of retail and hospitality