

# Hadeel Ali AL-otaibi

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## PROFILE

Fresh graduate with an excellent background in information technology with an honor degree. Strong technical knowledge of use computer. I aspire to be a professional and able to make an impactful contribution to the corporation and contribute to its success and develop both my technical and management skills.

## EDUCATION

Aug 2018 – Jun 2023

**Bachelor of Information Technology, Taif university – Taif**

- GPA 3.62 of 4

## Training

19 Jun 2022– 18 AUG 2022

**Admission and registration of Taif university.**

- Writing reports.
- Create databases.
- Work on Microsoft office.

## SKILLS

### Technical skills

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Experience with project management software (Trello)
- Information security
- Client Management
- Social media management

### Administrative skills

- Strong organizational and time management skills
- Customer service oriented
- Office management skills

## Courses

- Introduction to Microsoft Office (Coursera)
- fundamental of networks, Tuwaiq academy
- Linux Essential Initiative, Cisco