

AREEJ ABDULLAH

CONTACT



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Saudi Arabia

EDUCATION

DIPLOMA DEGREE

(COMPUTER NETWORKS) 2020 – 2022

Taibah University

SKILLS

- Leadership
- Teamwork
- Microsoft Office
- Linux Program

SUMMARY STATEMENT

Dependable, experienced, and focused computer networks professional. Strong interpersonal communication and leadership skills.

WORK EXPERIENCE

NETWORK MAINTENANCE AND DATA ENTRY June 2022 – OCT 2022

HEALTH CENTER (INTERNSHIP)

- Counter and arrange the hospital's data sources and review them to ensure that they are fully completed
- Record and save data, whether in paper files or on computer platforms, correctly
- Review the entry process to ensure that there are no errors in the saved data
- Save and secure the entered data using various protection methods, and it may be necessary to save a full backup copy
- Make modifications to the entered data periodically according to the nature of the ongoing development in the facility
- Counter work systems using computers and necessary devices such as (routers, printers, etc.)
- Follow up and check computers (hard disks, mice, keyboards, etc.) to ensure functional performance
- Install appropriate software and functions according to specifications and needs