

Saad Alenzi

Saudi Arabia | +966591991908 | saadaldamjani@hotmail.com

Objective

Saad Alenzi holds a Bachelor's Degree in Information Technology With Second Class Honors from Tabuk University, demonstrating expertise in analyzing complex IT challenges and developing effective technological solutions. Proficient in logical reasoning, critical thinking, and troubleshooting, with practical experience gained through lab work, internships, and real-world projects. Capable of implementing and managing IT systems across diverse environments, showcasing adaptability to various technological contexts. Seeking opportunities to leverage IT knowledge and problem-solving skills to contribute to innovative solutions in the technology sector.

Education

Tabuk university

Aug 2020 – June 2024

Bachelor's Degree in Information Technology | With Second Class Honors

- Learn to analyze complex problems and develop efficient, effective technological solutions.
- Apply logical reasoning and critical thinking to troubleshoot and resolve IT issues.
- Acquire hands-on experience through lab work, internships, and real-world projects.
- Develop the ability to implement and manage IT systems in various environments.

Experience

Administrative Assistant, Ossos Modern Company | Tabuk, Saudi Arabia

Administrative Department | January 2022 – August 2024

- Assisting in managing daily office operations and administrative tasks.
- Preparing and organizing documents, reports, and correspondence.
- Coordinating schedules, meetings, and communication between departments.
- Maintaining office supplies and ensuring smooth workflow.
- Preparing reports and official documents using Microsoft Office programs.

Technical support, University of Tabuk| Tabuk, Saudi Arabia

Trainee | Technical support Department | July 2023 – August 2023

- Assisting in providing technical support, troubleshooting hardware and software issues.
- Participating in the maintenance of computer systems and networks, including installing updates.
- Working at the help desk to respond to inquiries, guide users through technical issues.

Certifications & Courses

- Introduction to Structured Query Language (SQL) | Coursera | Michigan University.
- IBM Cybersecurity Analyst.
- Engineering Practices for Building Quality Software | Coursera | University of Minnesota .
- Object-Oriented Design | Coursera | Alberta University.
- Introduction to Java | Coursera | Learn Quest Company.

Skills

Technical Skills :

- Database Management.
- Cybersecurity.
- Systems Administration.
- Technical Support.
- Project Management.
- Web Development.
- Data Analysis.
- Microsoft Office.

Soft Skills:

- Communication. Problem-Solving.
- Teamwork and Collaboration.
- Time Management.
- Adaptability.
- Attention to Details.
- Leadership.
- Ethical Conduct.

Languages

- Arabic
- English