

## **Ghazi Basheer Albalawi**

Saudi Arabia

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### **Career Objective**

Junior IT Support Specialist with a diploma in Programming Technology and Web Development. Skilled in troubleshooting hardware and software issues, configuring systems, and supporting end users to ensure stable and efficient IT operations. Seeking to contribute to reducing technical issues, improving user experience, and maintaining reliable IT environments.

### **Education**

Diploma in Programming Technology & Web Development Technical College, Saudi Arabia | 2021 – 2023

### **Core Competencies Gained**

HTML & CSS: Building and maintaining responsive websites

JavaScript: Developing interactive front-end components

Productivity Tools: Automating tasks and managing data using Excel and VBA

### **Technical Skills**

IT Support & Systems (Intermediate) Hardware and software troubleshooting, system installation, end-user support, basic networking.

Web Development (Intermediate) HTML, CSS, JavaScript, Responsive Design

Productivity & Tools (Intermediate) Microsoft Word, Excel, PowerPoint, Excel VBA

### **Projects**

Personal Portfolio Website: Developed a responsive personal website using HTML, CSS, and JavaScript to showcase technical skills and projects.

### **Practical Experience**

Supported classmates by troubleshooting software and hardware issues.

Installed and configured PCs and operating systems during college projects.

Assisted in basic network setup and diagnostics.

### **Certifications**

IT Essentials: PC Hardware and Software – Cisco

Artificial Intelligence Concepts and Advanced Applications – SMAI

Principles of Artificial Intelligence – SMAI

Intensive English Language Program – TVTC

### **Soft Skills**

Teamwork, Time Management, Problem-Solving, Adaptability

### **Languages**

Arabic: Native

English: B1 (Intermediate)