

Bashayer Almutairi

Information Technology & Web Development Specialist

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Saudi Arabia

PROFESSIONAL PROFILE

Motivated IT Diploma graduate specializing in Programming Technology and Web Development, with hands-on experience in web application development, database management, and IT technical support within a government environment. Demonstrated ability to design internal web solutions, support end-users, manage digital archiving systems, and troubleshoot hardware and software issues. Strong foundation in programming, databases, and customer-focused technical support. Seeking an entry-level to junior IT role where technical skills, problem-solving abilities, and service-oriented mindset can support organizational efficiency and Saudi Vision 2030 initiatives.

PROFESSIONAL EXPERIENCE

Public Prosecution | Saudi Arabia

Information Technology Trainee Cooperative Training | IT Department | December 2022 – February 2023.

Key Achievements

- Designed and developed a web-based employee profile system, improving internal access to employee information and reducing manual data handling.
- Supported the digital transformation initiative by converting physical archives into structured electronic records.
- Assisted in maintaining database accuracy through effective querying and data management.
- Contributed to improving IT service response time by providing hands-on technical support to end-users.

Core Responsibilities

- Developed and maintained internal web pages using HTML, CSS, JavaScript, PHP, and SQL.
- Queried and managed relational databases to retrieve, update, and organize employee data.
- Provided technical support for desktops, printers, and peripheral devices.
- Diagnosed and resolved basic hardware and software issues.
- Digitized and archived official documents according to organizational standards.
- Assisted in maintaining internal telephone wiring and communication systems.
- Collaborated with IT staff to ensure system availability and user satisfaction.

ACADEMIC BACKGROUND

College of Digital Technology | Saudi Arabia

Diploma in Programming Technology & Web Development | February 2020 – December 2023.

CERTIFICATIONS & COURSES

- Java Foundations | Oracle.
- Cisco IT Fundamentals: Computer Hardware & Software.
- Introducing ICT Systems | The Open University.
- Technical Support Fundamentals | Google.
- Fundamentals of Artificial Intelligence | SDAIA.
- Artificial Intelligence Concepts & Advanced Applications | SDAIA.
- Call Center & Customer Service Fundamentals | National Water Company | Applied Training.
- Cambridge English Entry Level.

SKILLS

Programming & Web Technologies

- C++ & Java,
- PHP & JavaScript.
- HTML5, CSS3.
- SQL, Relational Databases.

Databases & Systems

- Oracle Database.
- XAMPP.
- SQL Management.
- Data Entry & Data Integrity.

Development Tools & Environments

- Eclipse.
- Android Studio.
- Visual Studio Code.
- Brackets.

IT Support & Professional Skills

- Technical Support.
- Software Maintenance.
- Digital Archiving.
- Stress Management.

LANGUAGES

- Arabic.
- English.