

Imtinan Fallatah

IT TECHNICAL SUPPORT

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Objective

As a recent graduate from the International Technical College's Department of Information Technology and Technical Support (Systems), I am eager to leverage my education and skills in an IT environment. With proficiency in equipment maintenance and a solid foundation in technical support, I bring strong communication skills and experience in email and report writing.

Education

International-Technical college

2023

Diploma in Technical Support, Department of Computer and Information Technology

Technical and Vocational Training Corporation

G.P.A. 4.65 / 5

Experience

Trainee, International Technical College – 2022

- Performed device maintenance.
- Assisted with problem-solving.
- Software Support.

Trainee, Fakih Girls Schools – 2022

- Monitored and managed grades.
- Compiled and wrote reports.
- Provided reception and administrative support.

Skills & abilities

- English language
- Microsoft Office Suite (Excel, Word, PowerPoint)
- Device Maintenance
- Internal Equipment Maintenance
- Strong Communication Skills
- Quick Learner
- Effective Time Management Under Pressure