

# Imtinan Fallatah

## IT TECHNICAL SUPPORT

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### Objective

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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

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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

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#### Trainee, International Technical College – 2022

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

#### Trainee, Fakhri Girls Schools – 2022

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

### Skills & abilities

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