

RAGHAD MUBARAK

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OBJECTIVE

Detail-oriented Computer Science diploma graduate with practical experience in IT support, administrative tasks, and graphic design. Skilled in Microsoft Office programs, technical support, student data management, and Adobe design software. Passionate about learning, organization, and contributing effectively within professional work environments.

EDUCATION

King Faisal University

- Diploma in Computer Science

EXPERIENCES

Almoktashef International School – IT Trainee (January 2026 – May 2026)

- Provided technical support for staff and students
- Assisted in managing student grades and academic certificates, reports, and school documents
- Supported exam preparation and online system
- Helped solve technical and computer-related issues
- Organized digital files and maintained data accuracy
- Assisted the IT department with daily administrative and technical tasks
- Worked collaboratively with teachers and staff members

Bab Company

- July 2024 – September 2024) Designed social media posts and created visual identities using Photoshop and Illustrator.
- Worked within a team to manage creative projects and review outputs to ensure quality and achieve the required objectives.

Volunteer – 4 years

- Started as a field volunteer in activities and events. Later managed volunteer certificates and organized their records.

Volunteer – 2023 Season

- Contributed to visitor organization and crowd management to ensure a smooth experience.

COURSES

- Microsoft Excel Course
- Graphic Design Course

SKILLS

- Microsoft Office
- Organization and Coordination
- Technical Support
- Adobe Photoshop, InDesign, and Illustrator
- Data Entry
- Preparing Reports and Letters
- Teamwork
- Employee Management
- Continuous Development
- Problem-Solving
- Python
- Ai Tools

LANGUAGES

- Arabic
- English