

pm, 23/07/2024] .: 'm training in "information technology center" in university of Bahrain, this center 12:09 is concerned with everything related to technology at the University of Bahrain and helps students and employees solve technical problems related to computers, printers, or university websites and programs efficiently and quickly. The center is divided into four sections (network division, information system, technical support, web page information) also (Director office) which I'm a part of it , I am training there as a secretary to the head of the department , I start working from 8:00 a.m. until 2:00 p.m., and I do many simple tasks as a start, such as answering and transferring calls, recording attendance and departure, preparing reports, analyzing and sorting data, and sending and answering emails, There are also other trainees at the center who help each other with some tasks. Many students and employees come to the center who have problems with the Times, the university website, or other things, and we guide them and help them solve the problem as quickly as possible. The center also works to develop the university website and make it more efficient and easier to use. I was facing a little difficulty in the beginning because there was a lot of work, but it becomes easier over time because the employees always help us and ask us to go to them if any problem occurs. In general, the center is very organized, and the employees are very helpful. I learned a lot from them, and I am still learning [12:40 pm, 23/07/2024] .: The University of Bahrain has various support departments and centers that