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Objective

To obtain work in field that help developed my skills in Computer Information system (CIS) and make a good communication with peers while working to create a great task in good time.

Education

Western Michigan University 2020

Kalamazoo

Bachelor of Business

Major: Computer Information System

College of Technology at Kingdom of Saudi Arabia 2011

Diploma of Computer Technology

Major: Technical Support

Work Experience

West Michigan Islamic Center

2018– 2020

IT Support

- Installed, modified, and repaired computer hardware & software.
- Provided technical assistance.

Khuseim Industrial Equipment Company

2011 – 2013

Sales Assistant Logistics

- leading all salesman to achieve high results in sales in one year 75% of the target.
- Supervise shipping and receiving operations on time.
- Training new hires on system, inventory control and shipping protocol.

Arabian Fal Company

2008-2009

ID coordinator

- handling all documents/correspondence to various government offices.
- handling all insurance medical, and visa stamping of all employee.
- Follow up and ensure the timely renewal of Official Records: visas, passport, established card.

Courses

- Course in safety and security 2008
- English as a second language at WMU 2014-2015
- Course in Front End Programming Immersive 2020-2021

SKILLSET

- Proficient in Microsoft Office Suite: Microsoft Word, Excel, and Access.
- Proficient in computer formatting.
- Management system.
- Customer service .