Tariq A. Al-Joudah

Management Information System

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PERSONAL DATA

Nationality: Saudi.   **Government ID**: 1096667199

MIS graduate specialist I extremely excited to begin professional career. My goal is to work within a company where I can utilize my skills and knowledge to serve and develop the company and my personal growth.

PROFESSIONAL EXPERIENCE

❖ **SASIB.** As MIS Specialist CO-OP (2019-2020).
- Quality Controller.
- Data Analyzer.

❖ **Esnad Co. Administration Assistant – HR dept. (2020 – until now)**
- Preparing the final clearance.
- Attendance and departure procedures.
- Establishing, maintaining and modifying internal procedures and policies followed within the organization.
- Maintaining professional relations between the employees themselves and the employees and the administration in general and their departments in particular.
- Contracting with suppliers.

EDUCATION

JUBAIL UNIVERSITY COLLEGE (JUC), Jubail, KSA. (2015 – 2020)

Bachelor of Management Information System.

- Financial Management.

- Business System Analysis.

- Project management.

- Data Structures.

TRAINING & ACHIEVEMENTS

- Graduate of the **Cyber Security Paths Camp from Saudi Federation for Cyber Security, Programming and Drones** (4 month) **:**
     * Information Security Operation Center Analyst.
- Certificate of completion in **EXCEL 2019 from beginner to intermediate course, 11hours**.
- Certificate of completion 9 hours of **PMP Prep online course.**
- Volunteer in Royal Commission **(conferences managements).**

SKILLS

- Using the **Python programming language** to process big data.
- Familiar with **graphic animation and logos design.**
- Familiar with **interface and website design**.
- Proficient computer skills including **Word, PPT, Excel, JAVA, Analysis, Oracle &SAP.**