

## Summary

Recent graduate equipped with a results-driven, entrepreneurial mindset and Bachelor of Business Administration (BBA) in Computer information system and minor general Business eager to join a reputable organization in the capacity of Management, HR, and IT.

## Education

### **Business of Administration, Computer information System**

Western Michigan University • Kalamazoo, Michigan

Graduated - 04/2019

### **Minor General Business**

## Employment History

### **ICT Technician**

Saipem Taqa Al-Rushaid Fabricators Company Ltd (STAR) • Dammam, Eastern Province  
04/2021 - Present

### **Filed Service Worker**

Saipem Taqa Al-Rushaid Fabricators Company Ltd (STAR) • Dammam, Eastern Province

### **Administrative assistant**

Alhasamih Factory Fibreglass • Dammam, Eastern Province

Prepare quarterly budget reports, consistently submitting prior to specified deadline

Plan, coordinate, and finalize details for travel arrangements and business development events

### **Personnel Officer, HR**

Mastoura Contracting Company Ltd

Several administrative and office positions to coordinate work, transport, and workers affairs

## Training and certification

Manage human resources, Coursera 12/2020

Training certificate Dar AlRiyadh 6/2007 to 1/2008

**Time Management & Stress Management** Central Michigan University 4/2015

**Future Way Program & The way forward for career preparation** MISK 2020

## Professional Skills

- Customer Service
- Computer knowledge
- Teamwork
- Database
- Training
- Microsoft office
- Organization skills
- Scheduling
- SQLite
- Schedule Management

## Languages

- English

- Arabic