

Fatimah kefah alkhunaizi

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Professional Profile

An accomplished IT professional with a broad range of transferable skills who offers advanced knowledge of handling IT systems, managing data and using programming languages, combined with exemplary analytical and time management skills. Demonstrates initiative and integrity in all tasks and adapts quickly to new roles and responsibilities showing the ability to build positive relationships with all partners and consistently maintain a high standard of performance. Possesses excellent interpersonal and communication skills and works effectively at a high level of responsibility utilising first class planning, IT and collaborative abilities.

Objective

Keen to secure a challenging and fulfilling new role, which will utilise all existing skills and provide scope for continued professional development and learning in the future.

Key Expertise

- Data Reporting & Analysis
- Handling and managing data & information systems.
- Programming languages (JAVA, c++, HTML, Python)
- Communication Skills
- Team Working
- Initiative
- Time Management
- Multi-Cultural Collaboration

Career Summary

- 2020 -Current Data collection and evaluating freelance online (APPEN.com)**
- Providing required data used for improving smart intelligence and searching engine and other purposes.
 - Evaluating service providers to help improving provided services.
- Jan 16- Current Maker space and ICT instructor (RIS International school)**
- Planning and Teaching student's computer and makerspace skills.
 - Teaching MS applications.
 - End of the year students reports.
 - Managing student's data on Skyward.
 - Administrative work.
- Oct 10 –Oct 11 IT Consultant (WIPRO IT Consulting Services) PMO project at ARAMCO**
- project management and engineering activities timeline process.
 - Installing and managing SharePoint 2010 and project server 2010.
 - Creating workflows using SharePoint designer.
 - Understanding and developing Quality Management System (QMS) for Computer application (CA) Department, handling designing phase of quality management System (QMS) documents for PMO project.
 - Developing PMO site template.
- Jan 09- Oct 10 IT INSTRUCTOR (AL MOUWASAT APPLIED INSTITUTE)**
- Computer subject planning and instructor for health diploma students.
 - IT daily support and maintenance.

Education and Qualifications

2017	Computer Maintenance at Danat Computer
2013 to 2015	720 hours of Intensive English language program at Q language Hong Kong
2009 Bachelor's degree	Computer and management information system (MIS) from King Faisal university Dammam
2006	<ul style="list-style-type: none">• Networking Essentials Course Alkhaleej training and education (New horizons)• Introduction to SP/SQL Course Alkhaleej training and education (New horizons)• Forms Design Course, Alkhaleej training and education (New horizons)
2004	<ul style="list-style-type: none">• Microsoft Office Course Networking Essentials Course Alkhaleej training and education (New horizons)

Additional Information

Languages: English & Arabic

IT Skills: MS (Word; Excel; PowerPoint; Oracle; Access), programming languages (JAVA, c++, HTML, Python, VB) , QMS,

References are available on request.