

# SARA SAMI ALSULIMAN

**E-mail:** Saraalsuliman@outlook.com

**Mobile:** +966 545111684

## EDUCATION

Imam Abdulrahman Bin Faisal University

College of Applied Studies and Community Service [Saudi Arabia- Khobar]

2014 – 2018

Major: Bachelors of Management Information Systems

GBA: 4.53/5

## EXPERIENCE

➤ HR Officer at Tashrefat Company Ltd.

April 2019 - Present

➤ Summer Internship at Saudi Aramco, HR Joint Venture & Subsidiary Support – Dhahran

Jul 2017 – Sep 2017

## COURSES

➤ Cyber Security

Jan 2019

➤ Adobe Illustrator, Imam Abdulrahman Bin Faisal University

Mar 2018

➤ Adobe InDesign, Imam Abdulrahman Bin Faisal University

Feb 2018

## VOLUNTEERING

Assist in organizing the Creative Lap program for kids to help them learn about different subjects by experimenting in Deanship of E-Learning & Distance Learning at Imam Abdulrahman Bin Faisal University. 14hours

## SKILLS

- Software: MS Office (Word, PowerPoint, Excel, Access, Visio and Visual Studio) Adobe (InDesign, Illustrator)
- Programming with Visual Basic, PHP, HTML and ASP.net
- Analytical Skills
- Language
  - Arabic: Native Language
  - English (Speaking, reading, and writing)