YASMIN**ALTURKI**

**SUMMARY**

Management Information Systems graduate from Imam Abdulrahman Bin Faisal University. Driven by a passion to learn more in the field of management, Customer Relations, and system/data analysis.

**PERSONAL/ CONTACT INFORMATION**

Date of Birth: May 19th, 1996

Marital Status: Single

Nationality: Saudi

Current Address: Dammam, Saudi Arabia

Email: yasmeenturki5@gmail.com

Cell No.: 056-539-8088

GPA: 4.25 out of 5.

**SKILLS**

|  |  |  |  |
| --- | --- | --- | --- |
| * Quick learner
* Meeting deadlines
* Excellent Communication
* Time management skills
* Microsoft Office Knowledge
* Ability to work individually or in Teams
* Intermediate skills working with Power BI
 | * Developing Reports and Presentations
* Organizing Meetings
* Customer Service Experience
* Intermediate experience in Resource Management
* Working under pressure
* Document Management Skills
 | * Intermediate knowledge in recruitment management
* Working with purchase orders and financial matters
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 **LANGUAGES**

- Arabic: Reading, Writing and Speaking. (Native)

- English: Reading, Writing and Speaking. (Excellent)

**EDUCATION AND TRAINING**

**2018 Graduate**

**Bachelor's Degree**: Management Information Systems

**Imam Abdulrahman Bin Faisal University** － Khobar, Eastern Province

- Was an IT Trainee at DHL, Khobar from July 9th, 2017 - September 14th, 2017.

**Experience**

* (November 2019 – January 2020): Project Coordinator at ARO Drilling
* (February 2020 – February 2022): PMO Coordinator at International Maritime Industries
* (February 2022 – Present): Training Coordinator at Saudi Aramco

**Awards AND Certificates**

* Certificate of completion of Cisco’s Networking Academy’s Introduction to Cyber Security course.
* IBTA’s Certified Business Professional in the field of Leadership.
* Certificate in IT Skills (Accredited by TVTC).
* Certified in Analyzing Data with Microsoft Power BI by Microsoft
* Strategic Planning Certificate by HP
* Presenting Data Certificate by HP