

ZEINB ALI AHMAD AL NASSER

4487 Ohoud Street

Qatif, 31952, Eastern Province

Kingdom of Saudi Arabia

Phone Number: +966500629499, E-mail: zaan2008@hotmail.com

Objective

To obtain a human resources officer position that provides oversee for combination of business process and management strategies activities that will utilize business process into manageable way in aim of plan, analyze, control and support decisions contribute toward organization's growth and profit.

Education

[2013-2019] Prince Mohammad Bin Fahad University (PMU).

Bachelor's Degree of Science in Management Information System.

Graduation Date on 10 January 2019.

Senior Design Project: Soft Hand Road Assistance System.

Work Experience

[1 July 2018 – 30 August 2018] Summer Training at Arab National Bank (Regional office in Al-Khobar- Eastern Province).

- Offer upgrades and new banking services or products.
- Refer customers to people who specialize in the type of problem or query they present.
- Contact customers to obtain necessary signatures on items with missing or irregular signatures.

Volunteer Experience

[17 May 2019 - 18 May 2019] Management Information System Major Presenter at Forum Academic Disciplines organized by Mostaqbli Organization in Qatif.

Languages

Arabic (Native Speaker), English (Advance Speaker).

Relevant Academic Courses

System Analysis and Design, Database Management, Strategic Management, Advance Database Concepts, Operation Management, Managerial Accounting, Financial Accounting, Object Oriented Analysis and Design, Intro to Programming for Information System

Skills

Communication Skills

- Have a passion to public speaking.
- Write professional documents such as research papers and business reports.
- Able to work as a group of team's members.
- Organizing and multi-taskers skills.

Professional Competencies Skills

- Find solutions to problems that impact business performance.
- Listening and responding to questions effectively.
- Using suitable strategies to adapt acceptable solutions.

Workshop and Seminars

- Attended Crafting and Effective Resume and Interview Skills by Saudi Aramco inside PMU female campus.
- Attended 2nd Annual Cybersecurity Technical Exchange: Future of Cybersecurity in IR 4.0.

Critical Thinking and Problem-Solving Skills

- Able and commit to manage time of the project to avoid deadline.
- Analytical and problem-solving abilities.
- Use business negotiation tactics in business - challenge environment.
- Respond constructively to other's ideas and suggestions.

Teamwork and Leadership Skills

- Able to work in diversify group that contains several background, skills and culture.
- Able to understand leadership styles associated with being open minded to seek the team's goals.
- Encourage active participation and cooperation within the team.

Technology Skills

- Build and design web pages by using following languages are HTML, CSS and PHP.
- Familiar with ERP system such as SAP.
- Knowledge with Microsoft Office including PowerPoint, Word, MS Project, Excel and Access.
- Knowledge to Structured Query Language (SQL) to be used for database purpose.

References

Available Upon Request.