

SAMAH M. AMER

IT ASSISTANT



EXPERIENCE

December 2015 - Present
Dammam Private Medical Complex
IT Assistant

Duties:

System administrator.

- Installation and maintenance of the system at end-user computer.
- Creating backup copies of the data base
- Involved in the support, maintenance and development of systems.
- Carrying out design, construction, review and defect analysis activities.
- Responsible for database design and development as work require.
- Defining and generating report designs using oracle report and oracle BI.
- Develop software in accordance with agreed design with consideration for usability, software quality and future maintenance.
- Liaise with contractors or external suppliers and clearly communicate technical issues
- End-user training
- Producing and updating relevant documentation.

Key skills and competencies:

- Experience of Oracle 11g forms and report builder and Oracle PL/SQL.
- Ability to produce clear, documented and commented code.
- Experience in Oracle database design and development.
- Experience in Oracle BI Discoverer desktop and administrator.

IT Support:

- Responsible for diagnosing & resolving hardware, software & end users problems.
- Acting as the first point of contact for all IT & technical queries.
- Communicating with third party technical specialists.
- Using remote control software tools to provide support for other company premises
- Provide secondary support for LAN administration.

Graphic design, Website and social media:

- Working with the Digital Products and Platform Manager to improve web sites
- Designs, maintains and manages Internet web sites which provide public business information.
- Designs, maintains and manages business social media account.
- Assigned, edited, and wrote content.
- Built social media calendar, posts, advertising and promotions across social media platforms and blogs.
- Developed and executed specific digital and social integrated marketing campaigns.
- Design all corporate related prints, profiles, E-forms, social Adv., presentations and events publications.

Key skills and competencies:

- Experience in bulehost dash and WordPress dashboard.
- Design and manage forms using formidable forms.
- Graphic design tools .



ABOUT ME

People who know the difference between 20 years of experience and 1 year of experience repeated 20 times, are always seeking for next challenge in life and they are life-long learners. Looking for new skills, insights, and ideas. In order for self-improvement. Improving will make remarkable effect on them personality, family and work.


PERSONAL INFO

Birth date	03 Sep 1980
Gender	Female
Nationality	Jordanian
Marital status	Single
KSA Visa status	
Residency Visa (Transferable)	

CONTACT ME

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EDUCATION AND TRAINING

September 2002
Zarqa Private University

Bachelor's degree of
Computer Science

Courses

- AWS Cloud Practitioner
- Android application programming
- Cinema 4d
- Adobe Illustrator Course
- Web Page Programmer
- Maintenance Hardware of PC
- Oracle Developer 2000 (form and reports)



PRO SKILLS



CHARACTER SKILLS

- Working in a team environment.
- Taking Initiative.
- Meet deadlines.
- Communication.
- Time management and multi task.



EXPERIENCE

October 2016 - Present
Dammam Private Medical Complex
Administration assistant

Duties:

- Meeting and interview organizing.
- Events planning.
- Customer services.

August 2015 - September 2015

Afaq Aljazeeraah
Freelance Graphic Designer

Duties:

Design first edition of "Gulf Industrial Directory" and prepare final layouts for printing (Color separation and montage)

March 2012 - August 2013

Al Mutawa Printing Press Co.
Senior Graphic Designer

Duties:

- Meeting with the clients to discuss the business objectives and requirements.
- Generate ideas & creative concepts that suits the clients' requirements .
- Lead the discussion with the client for all the samples of the artwork.
- Prepare final layouts for printing (Color separation, montage, packaging diecut).
- Prepare notes and instructions for production manager.
- Create new ideas for the clients' products through brainstorm sessions & ideas development.
- Stationery, magazine, books and packaging design.

April 2010 - October 2010

Future Channel
Freelance Graphic Designer

Duties:

- Design and direct "Gulf Houses" magazine.
- Design and direct annual issue of "Bride" and "Al Ahsa" magazine.
- Photo editing and manipulation.
- Articles searching and arrangement.
- Prepare final layouts for printing.

August 2006 - May 2008

Saudi Technology
Graphic Designer

Duties:

- Corporate identity design, includes but not limited to: Logo,brand design, stationery design and marketing tools... etc.
- Meeting the customers starting from marketing to prints delivery.

December 2003 - July 2006

Dammam Medical Dispensary
Software Programmer

Duties:

- Make dispensary requirement program using VB basic language.
- Design dispensary requirement documents and prints
- Design and make manual books
- Computer maintenance.