PERSONAL

Name
Manal Almutairi

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Eastern Province ,Alkhobr
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0507624883

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Date of birth
20-04-1998

Gender
Female

Nationality
Saudi

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INTERESTS

- Video production
- Artificial Intelligence
- volunteer

LANGUAGES

English	★ ★ ★ ★
Arabic	★ ★ ★ ★ ★

MANAL ALMUTAIRI

I am a flexible and experienced insurance administrator .I am a good communicator with proven inter personal skills and am used to working in a team whilst also being capable of using own initiative.

WORK EXPERIENCE

Apr 2020 - Dec 2021 **Data Entry**
Naif Abdulla Alotaibi Company, Alkhobr

Input data into computer from forms by Excel, Also customer service.Continuous review due to data update, modification and database creation.Ensure the provision of easy and smooth ways to query and access data.

EDUCATION AND QUALIFICATIONS

Aug 2018 - Oct 2021 **Bachelor of Computer science**
Imam Mohammed Bin Saud Islamic university, AlAhasa

Graduated with 3.90 GPA.

May 2021 - Jul 2021 **Internship**
Asharqia chamber, Dammam

Worked on website,Customer service responds to inquiries.Work on preparing incoming and outgoing letters.Preparing and updating databases and information for businesswomen and subscribers.

SKILLS

Programming	★ ★ ★ ★ ☆
Data Base Management	★ ★ ★ ★ ★
Natural Language Processing	★ ★ ★ ☆ ☆
Machine learning	★ ★ ★ ☆ ☆
Computer Developer	★ ★ ☆ ☆ ☆

PROJECTS

Creat website for offers and discounts that Sharqeya champer earn for its customers. Task:
1. Add a new offer
2. Stop an existing offer
3. Modifying an existing display data, such as modifying the image or description.
4. The presentation is an image, a brief presentation, a detailed explanation

REFERENCES

References available on request.

COURSES

Sep 2021 - Oct 2021	**Information security.** Hadaf
Apr 2020 - Jul 2020	**Computer Engineering.** Imam University
May 2021 - Jun 2021	**Customer service.** Imam university
	Management. Hadaf
Jul 2021 - Nov 2021	**Data Base** Hadaf