AREEJ SHAREEFI

Saudi Arabia

+966538562411

aomsh1420@gmail.com

https://github.com/Aomsh2000

https://www.linkedin.com/in/areej 0sh/

OBJECTIVE

Recent graduate student. I am heading more toward data science, driven by my passion for analysis and problem-solving. I seek to develop myself professionally and scientifically, and I am interested in well-respected corporations, especially those specializing in software engineering.

EDUCATION

bachelor's degree, College of Computer Science and Engineering - Department of Computer Information Systems, 06/2023

Taibah University - Medina, Saudi Arabia

- **GPA 4.93 out of 5.00** - First class honours

WORK EXPERIENCE

Quwa Altaqah Alshamsiah Trading Institution, Medina, Saudi Arabia
Data analyst, 07/2022 – 07/2024

- Gathering and analyzing administrative requirements for designing and modeling.
- Maintaining CRUD operations.
- Visualize data to provide valuable insight and support decision-making.

Qeyamuna Charitable Society for Community Service, Medina , Saudi Arabia
Project Manager, 07/2023 - 08/2023

- Arrange meetings with all relevant stakeholders, capturing detailed minutes of meetings.
- Develop a detailed project plan and provide reports at regular intervals to track progress.
- Coordinate and allocate internal resources and third parties/vendors for the project execution.
- Create and maintain comprehensive project documentation.
- Providing customer service, coordinating appointments, and managing meetings.
- Manage the project budget and accounts payable and receivable.
- Client and stakeholder relationship management.
- Project management activities, such as setting team priorities,

SKILLS

Programming Skills:
- HTML 5
- JavaScript ES6
- CSS 3
- Python 3.6 and above for data analysis
- PHP 7.4

Database Skills:
- MySQL 8.

What people say about me:
"Throughout her work period, she was diligent and perseverant, carried out her responsibilities to the fullest extent, and was of good conduct and behavior." - Adnan Osama, General Manager of the Quwa Altaqah Alshamsiah Trading Institution.

Other Skills:
- Geographic Information System by QGIS .
- Data visualization by Power BI
- Microsoft 365 Office programs

ensuring timely delivery within scope, and monitoring performance and risks.
- Reporting to the upper management and submitting historical project information to the project management office in the closing phase.

Intern, 07/2022 - 08/2022

- Set up and configure the "Rafed" information system to toiles "Rafed" for work efficiency.
- The "Rafed" information system workshops provide training for employees.
- Managing and maintaining the content management system of "Rafed".
- Administrative tasks and relationship management.
- Submitting and reconciling expense reports.

ACCOMPLISHMENTS

Graduation Project - 2023
- Developed a reservation information system designed for different user types. The website offers users comprehensive campus information with an interactive map.
- To visit website: https://taibahmap.com/ .

LANGUAGES

Arabic
Native

English
Intermediate

CERTIFICATIONS

- 11/2021 - Cisco Certified Introduction to Packet Tracer.
- 4/2024 - Certificate of completion of the virtual work experience in "Data Analysis" from the Saudi Telecom Company "STC".
- 5/2024 - Certificate of completion of the virtual work experience in "Data Science and AI" from the Microsoft Company