

ATEQA BIN MAHFODH

MANAGEMENT INFORMATION SYSTEM

ABOUT ME

An ambitious and hardworking individual with a great passion for project management. Seeking a position where I can apply my knowledge and skills for continuous improvement.

SOFTWARE SKILLS

Microsoft Office
Illustration



LANGUAGES

Arabic
English



CONTACT

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EDUCATION

DAR AL-HEKMA UNIVERSITY

2016- 2021 | Management Information System (MIS)

EXPERIENCE

2020 **DAR AL-HEKMA UNIVERSITY - PROVOST OFFICE**
System Developer | Intern

- Analyze the current system and proposed solution for the department

2019 **DAR AL-HEKMA UNIVERSITY - ADMISSION DEPARTMENT**
Admission Officer

- Communicate with different background students and answer their questions
- Assist all level of students (Undergraduate & Graduate)
- Answer candidates call and assist them in how to apply and register
- Arrange admission files and look for the missing documents
- Took care of support administrative functions

2019 **DAR AL-HEKMA UNIVERSITY - STUDENT DEVELOPMENT DEPARTMENT**
President of Student Council

- Represent SC in all matters inside and outside the University and facilitate SC involvement in co-programming with other organization.
- Developed high-impact initial yearly plan.
- Monitor the yearly plan
- Successfully supervised the overall activity of 7 team members
- Dividing tasks to the team members, and follow up with them.
- Look after the student's needs and help them solve their problems

Create the best environment for all DAH members especially students to be more active, creative and successful.

2019 **AL-OULA FOUNDATION**
Event Manager

- Organizing the event and renting the booths at Tea Festival Event
- Look after the participant and provide them with what they need

CERTIFICATIONS & COURSES

- Programming Foundations: Open-Source Licensing
- Entrepreneurship Center, KAUST (Steam Innovation Challenge
- Microsoft/MSK Foundation (Microbit Camp/ Saudi Programmer)