

SARAH ALMARHOON

DATABASE SPECIALIST

CONTACTS

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ABOUT ME

- 🕒 Strongly focused, with the ability to complete tasks accurately in a fast-paced environment with conflicting deadlines.

EDUCATION

- 🎓 **BACHELOR**
IMAM ABDULRAHMAN BIN FAISAL
UNIVERSITY, DAMMAM
2020

Bachelor in Management Information Systems, ability to produce the appropriate managerial and IT-based technical skills that are highly sought after in the modern business environment. Access to the latest hardware and software.

SKILLS

- Expertise in [oracle, visual basic, python, HTML, CSS, JavaScript ,and PHP]
- [Microsoft office, Photoshop ,and ProShow Producer] proficiency
- Oral and written communications
- Quality and Productivity Improvement
- Structured query language (SQL) expert
- Team oversight
- Time management and work under pressure
- Self learning

LANGUAGES

Arabic

English

WORK EXPERIENCE

- 🕒 **COMPUTER PROGRAMMER | JAN 2020 - MAY 2020**
MINISTRY OF COMMERCE, DAMMAM
 - Acted as subject matter expert when resolving computer programming issues.
 - Determined system requirements and documented and implemented improvements needed.
 - Used PHP and CSS language to customize existing timesheet tracking system.
- 🕒 **PUBLIC RELATIONS ORGANIZATION | MAY 2018 - DEC 2019**
SONIX FM, ALQATIF
 - Controlled all confidential and proprietary information released to company clients.
 - Enhanced emergency preparedness procedures, commanding oversight and maintenance of tactical plans, equipment and weapons.
 - Responsible for monitoring various company databases to ensure accuracy of inventory.
- 🕒 **DATA ANALYST INTERN | AUG 2016 - JAN 2017**
RESERVOIR TECHNOLOGIES HIGH TECH BASED SERVICE, SIHAT
 - Created the scope and requirements for company projects.
 - Collected subject matter for upcoming meetings, created the agendas and sent out automatic notifications to those needing to attend.
 - Notified customers when fraudulent activity was detected in an effort to reduce impact.

COURSES

- 🕒 **ANDROID APPLICATION PROGRAMMING | MAR 2020 - APR 2020**

EDRAAK

② DATA ANALYSIS | APR 2020 - APR 2020

DROOB

② CYBER SECURITY | APR 2020 - APR 2020

DROOB

② PROJECT MANAGEMENT: INTRODUCTION | APR 2020 - APR 2020

DROOB

② EXECUTIVE ASSISTANT SERIES -
COMMUNICATE EFFECTIVELY | APR 2020 - APR 2020

DROOB

② INTRODUCTION TO USING SQL SERVER
CERTIFICATE | AUG 2019 - AUG 2020

NADRUS.COM

② FROM IDEA TO COMPANY: INTRODUCTION TO
ENTREPRENEURSHIP CERTIFICATE | NOV 2019 -
NOV 2020

THE AMERICAN UNIVERSITY IN CAIRO

PUBLICATIONS

COMPARISON BETWEEN HUMAN MIND AND ARTIFICIAL INTELLIGENCE IN HEALTHCARE

INTERNATIONAL SOCIETY FOR ENGINEERING RESEARCH
AND DEVELOPMENT
SEP 2019

ACHIEVEMENTS

② | JUL 2018 - PRESENT

Member of the team in the volunteer service.

② - PROVIDE AND ACTIVATE AWARENESS
PROGRAMS FOR PRIMARY AND
KINDERGARTEN CHILDREN. | APR 2020 - APR
2020

② | NOV 2019 - NOV 2020

Provide and activate awareness programs for primary and
kindergarten children.



PARTICIPATION IN THE ACTIVITIES OF THE
LITERARY CLUB IN DAMMAM. | MAR 2019 -
SEP 2019



- INTRODUCTION AND PREPARATION OF
RADIO PROGRAMS IN SONIX FM. | FEB 2019 -
DEC 2019