

# Maryam Shami

📍 Jeddah, Kingdom of Saudi Arabia

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👤 Saudi

## About me

I have studied Software Engineering at Jeddah University and hold a freelance practitioner certificate in programming and website development issued by the Ministry of Human Resources and Social Development. I also have experience in digital marketing and aspire to provide you with the best.

## Certificates and Courses

### 1. Cyber Security Fundamentals

Novmber 2024 -IBM

- Gained a strong understanding of cybersecurity concepts, including threat identification, risk assessment, and security controls.
- Learned how to safeguard systems and networks against unauthorized access, breaches, and malicious activities

### 2. Web Development Fundamentals

Novmber 2024-IBM

- Acquired skills in HTML, CSS, and JavaScript for creating responsive and user-friendly websites.
- Learned how to structure, style, and add interactivity to web pages, ensuring both functionality and visual appeal

### 3. Introduction to Cybersecurity

Aug 2024-Cisco

- Developed knowledge of fundamental cybersecurity principles, including network security, cryptography basics, and security best practices.
- Understood how to recognize and mitigate common security threats and vulnerabilities

### 4. Data Mangement and Analytics

Jul 2024 -Huawei

- Gained practical skills in data collection, cleaning, and organization for business and technical applications.

### 5. Fundamentals of Information Security

1441-1442 | Institute of Public Administration

- Understood the basics of data protection, secure access, and safeguarding sensitive information.
- Learned to identify, assess, and mitigate security threats in various organizational context

## Education

**Jeddah University | 2019 - 2024**

Bachelor of Software Engineering

## Graduation Project

**Plant Identification Using Machine Learning (BLOOM)**

- Developed a machine learning model for plant identification, achieving 85% accuracy and receiving an A+ grade for the project.

## Languages

English Language

Arabic Language

## Skills

- IT administration & infrastructure
- ERP (Odoo) development & customization
- Database design & management
- Website development & branding
- Graphic & marketing design
- Social media setup & optimization
- Procurement & vendor coordination
- Software license management
- Document organization & accessibility
- Web development (HTML, CSS, JavaScript)
- Machine learning & data analytics
- Cybersecurity basics
- Graphic & logo design
- Translation proficiency
- Writing proficiency
- Customer service & communication

## Work Experience

### IT Technican

March 2025 - Sep 2025

Alkan Industrial Co.

### IT Assistant -Internship

May 2024 - July2024

Basaffar Eye Clinic

### Tech Assistant

April 2021 - May 2024

First Decoration Co.

# MARYAM SHAMI

## IT TECHNICIAN



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Jeddah, Saudi Arabia

## TO WHOM IT MAY CONCERN

I am writing to express my strong interest in joining your esteemed organization, bringing with me a unique blend of technical expertise, creative problem-solving, and operational leadership. Software Engineering graduate from the University of Jeddah with a diverse portfolio of accomplishments across IT systems management, digital transformation, and business operations.

Over the course of my career, I have consistently delivered solutions that bridge the gap between technology and business needs. At Alkan Industrial Co. and Gulf Expedia, I have:

- **IT Systems & Email Management:** Set up and managed corporate email accounts through GoDaddy and Dnet for both companies, configured advanced domain security protocols (SPF, DKIM, DMARC), and unified email signatures to maintain consistent branding.
- **ERP & Web Development:** Designed and customized the Odoo ERP platform, creating a user-friendly company website and building a detailed product database for marble, granite, and stone, complete with technical specifications and origin details.
- **Onboarding & Equipment Setup:** Managed new employee onboarding, including biometric registration, account provisioning (Microsoft Office, AutoCAD, Adobe Photoshop), and procurement of required hardware based on role-specific needs.
- **Infrastructure Projects:** Led the establishment of internet connectivity in remote factory locations in partnership with STC, and upgraded company internet services with Mobily, including installation of performance-enhancing TP-Link systems.
- **Branding & Marketing Assets:** Designed a professional company profile to attract clients, coordinated branded business cards for both companies, created a Linktree hub consolidating all social and digital channels, and developed creative social media content for Alkan.
- **Operational Efficiency & Data Management:** Organized a centralized digital storage system for government documents, making them securely and easily accessible to authorized personnel.
- **Server & Networking Planning:** Prepared the initial plan for server infrastructure setup for both the company and factory, ensuring scalability and security.
- **Custom Uniform Project:** Designed and sourced quotations for embroidered factory uniforms, managing vendor communications in line with management requirements.

In addition to my professional achievements, I hold multiple certifications from globally recognized institutions including IBM (Web Development, Cybersecurity), Cisco (Stakeholder Engagement, Cybersecurity), Huawei (Data Management & Analytics), and Edraak (Digital Analysis, Project Marketing). These have strengthened my skills in front-end development, cybersecurity, data analytics, branding, and effective communication.

I take pride in my ability to adapt to challenges, manage complex projects from conception to delivery, and deliver results that enhance both operational efficiency and customer experience. My work ethic is driven by a passion for innovation and a commitment to continuous improvement.

I am confident that my combination of technical proficiency, business acumen, and creative thinking will make me a valuable contributor to your organization's success. I look forward to the opportunity to discuss how my expertise can support your vision and objectives.