

Radwa Abdul Waheed

IT Developer and Administrative Secretary

Profile

I am a highly organized, dedicated and hardworking IT Developer, Secretary and an Administrative worker. I am eager to be challenged in order to grow and further improve my skills in IT, management and other sectors. My greatest passion in life is using my technical know-how to benefit other people and organizations. I have strong work ethics as well as excellent interpersonal skills, enabling me to interact with a wide range of people from every culture.

Contact Information

- Phone: +973 3202 0190
- Email: radwawaheedd@gmail.com
- Current address: Block no. 721, Jidali, Isa Town, Kingdom of Bahrain
- Profile: [linkedin.com/in/radwa-abdul-waheed-331601207](https://www.linkedin.com/in/radwa-abdul-waheed-331601207)

Personal Details

- Nationality: Pakistani
- Place of Birth: Riyadh, KSA
- Date of Birth: May 24, 1994.
- Gender: Female
- Marital Status: Single

- Languages:

- English (fluent)
- Urdu (native)
- Hindi (fluent)
- Arabic (intermediate)
- French (Intermediate)
- Punjabi (native)

Educational Background

BSc Hons. in Information Technology & Computing (BSc-ITC) **2014 - 2020**

From: Arab Open University (affiliated from The UK University)

- Cumulative GPA: 3.66 / 4.00

IELTS (Academic) **August 2017**

- Overall Band: 6.0 / 9.0

High School Graduation in Computer Science, Math and Statistics | 2012-2013

- From: Pakistan International School, Riyadh, KSA
- Attained in the year 2013
- Achievement: Scored 2nd position throughout the college
- Shield holder

Secondary School Certificate **2010-2011**

- From: Pakistan International School, Riyadh, KSA
- Attained in the year 2011
- Achievement: Scored 2nd position throughout the school
- Shield holder

Computer related skills

Technologies, Programs and Application Softwares

- MS Office Suite
- Android Studio
- Visual Studio Code
- Visual Studio Community
- PostgreSQL
- XAMPP
- MathWorks
- Anaconda
- Jupyter
- StarUML
- OUBuild
- InPage
- Wondershare Filmora
- Adobe Photoshop
- Adobe AfterEffects
- Sony Vegas Pro
- Adobe Connect
- Microsoft Teams
- Call center software
- Web browsing, etc.

Programming Languages

- Python
- Java
- JavaScript
- HTML
- PHP
- SQL
- MATLAB
- .NET
- C#
- C++
- JSON
- Flutter
- Dart
- Other

IT Skills

- Knowledge of DBMS
 - Data mining
 - Data cleaning
 - Data analytics
 - Data science
 - Algorithms
 - Report writing
 - Hardware support
- Developed a fully functional Mobile Phone Application from scratch as a graduation project and scored 88% marks.

Professional Experience

Global Capiteus Consulting, Bahrain

Internship as a Consultant | October 2020 - Present

- Working as a Financial Consultant intern in an International Consulting Firm
- Working experience: 9 months.
- Responsibilities include providing Skilled Advisory Services like VAT advisory, Audit, Risk management, Business performance, Bookkeeping, Corporate governance, AML/CFT compliance, Business disaster recovery, Forensic & Investigation, translating documents from English to Arabic and vice versa, arranging meetings with clients, making effective qualifying sales calls, data entry, other administrative work, etc.

Pakistan International School, English Section, Riyadh KSA

Secretary & Administrative worker | February 2017 - October 2019

- Worked as a permanent Secretary of the Coordinator of Grade 1 to 4 (Morning Shift)
- Working experience: Around 3 years
- Responsibilities included administrative work, arranging meetings, events organizing, managing matters between different wings and Admin Department, coordination between Head of Departments and Teaching Faculty members, answering phone calls, dealing with parents, making salary sheets, petty cash dealing, providing first aid, handling teaching and helping staff of over 100 members, conducting inventory processes, etc.

- Worked as a Data Processor and an interviewer in a Multinational Company.
- Working experience: 2 years
- Responsibilities included the processing of data for the data controller by using sophisticated tools and strategies, implementing security measures to safeguard the personal data, helped resolving clients' issues and concerns, conducting interviews with consumers, etc.

Achievements

- School Clinic Management for 2 years; provided healthcare, first aid and emergency care to sick and injured students and staff, kept record for the medicines, managed all other clinical tasks, etc.
- Winner of Silver and Bronze medal in sports during employment.
- Awarded various certificates for:
 - Being the Most Helpful Staff Member
 - Being the Most Professional Staff Member
 - Assisting the Examination Department
 - Being a Punctual Staff Member
 - Being a maintenance in-charge of Girls' Wing
 - Being a cleanliness in-charge of Girls' Wing
 - Attending Critical Thinking Workshop

Relevant skills and qualities

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| • Computer skills | • Documents translation |
| • Management and Coordination skills | • Problem solving skills |
| • Administrative skills | • Interpersonal skills |
| • Inventory Management | • Responsible |
| • Excellent verbal and written communication skills | • Creative |
| • Customer Service Orientation skills | • Multilingual |
| • Strong telephone ethics | • Dedicated, hardworking and quick learner |
| • Teamwork and Organization skills | • Work well under pressure |
| • Time Management skills | • Able to relate to a wide range of people |
| • First aid skills | • Accept new responsibilities irrespective of rewards. |