Saudi

Riyadh, KSA

06-02-1997

female

vivi.h.18@hotmail.com

0533811408

SARAH ALHAMMAD

IT Graduate

PROFILE

A highly organized and hard-working individual looking for a challenging role in a reputable organization to utilize my technical, and management skills for the growth of the organization as well as to enhance my knowledge about new and emerging trends in the IT sector

EDUCATION

2014 → 2019
imam mohammad ibn saud University

Bachelor's degree in Computer and Information Teachnology

WORK EXPERIENCE

2019 → present
Intership in imam mohammad ibn saud university
IT Officer

Coordinated tracer activities; Conducted client assessments; Screened and trained new employees

PERSONAL SKILLS

✔ Detail oriented, strong organization and a high degree of accuracy

✔ Managing tasks and problem-solving skills

✔ Analysis and Decision-Making skills

✔ Networking, negotiating, and problem-solving skills

✔ Able to work on my initiative or as part of a team

✔ Excellent conceptual and analytical skills

SOFTWARESKILLS

Microsoft excel ■■■■■
Microsoft Word ■■■■■■
Microsoft Power Point ■■■■■■

LANGUAGES

English ●●●●●○
Arabic ●●●●●●

TRAINING COURSES

• Project Management Professional (PMP)