

Resume of
Noha Tayara

Ferdaous Courts, KFUPM, Dhahran, Saudi Arabia
Cell: +966559191345 | Email: nohatayara@gmail.com
Nationality: Saudi
Date of Birth: 29th July 1989

Personal Statement

A hard working, loyal and dedicated individual who is passionate about sharing my knowledge and experience.

Education and Training

Prince Mohammad bin Fahd University (Aug 2007 – Dec 2012)

Computer Engineering & Computer Science College, Dhahran, Saudi Arabia.

- B.S. Information Technology

Courses:

- COBIT, Saudi Aramco, Dhahran, Saudi Arabia (2012).
- Microsoft Visio, Saudi Aramco, Dhahran, Saudi Arabia (2012).
- Time Management, Saudi Aramco, Dhahran, Saudi Arabia (2011).

Senior Project:

Created an android application for diabetic patients. The application is a health control system that monitors the patient's health progress and keep track along with the patients' health provider.

Work Experience

Film Master Arabia Company

Saudi Aramco Contractor, Dhahran, Saudi Arabia (Jan-2017 _ June 2017)

Media Production Division (Media Archivist)

- Team leader, assign tasks and keep track of teamwork.
- Supervised projects assigned to unit team.
- Worked on confidential documents along with my unit supervisor.
- Worked in digitizing old reels, DVDs and tapes by ingesting to Borneo Cloud.
- Developed excel-based tool for future reference and future migration to digitized version.
- Audited electronic files and developed a list of missing documents.
- Edited the descriptive metadata.
- Supervised the editing of metadata done by the team.

Saudi Aramco, Dhahran, Saudi Arabia (Feb-2012 – May-2012)

COOP at Computer Training and Change Management Division (Corporate Integrated Learning Services).

- Worked in migrating the Learning Management System to a new infrastructure and upgrading the system.
- Troubleshooting.
- Resolved web application issues escalated from customer support and other departments with a 100% success rate.
- Responding to all requests for incorrect records quickly in a pleasant manner.
- Assisting employees.

- Provide guidance to other team members on web development issues.
- Providing technical support to end users.
- Identifying and correcting software deficiencies.

Certification

- Traffic Safety Campaign Certificate of Appreciation (Professional Learning Division) (2012).

Qualifications

- Self-motivation
- Leadership
- Decision making and time management
- Punctual, fast learner and work well with others and under pressure

Skills

- Excellent communication skills in English and Arabic
- **Programming Languages:** Java , C++
- **Database:** Oracle
- **Web Programming:** XML, HTML, Dreamweaver
- **Graphics:** Microsoft Visio, Lightroom
- **Office Tools:** Microsoft Word, Excel, PowerPoint, and Windows 7, 10
- **Tools:** Eclipse, Borneo, Viva ingestion
- **Other skills:** Photography, pottery

References: Personal references available upon request.