

# SARA ALAJMI



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Riyadh, Saudi Arabia

## PROFESSIONAL SUMMARY

An ambitious IT Fresh Graduate well organized, fast learner, Highly skilled majored in Information Technology hardworking and excellent communication, seeking for an opportunity where I can fully utilize my IT skills, while making a significant contribution to the success of my employer.

## WORK HISTORY

### Revenue Assurance Analyst Trainee, 04/2021 - 09/2021 Mobily

- Generate and Analyze daily interconnect reports from CSG Interconnect.
- Monitor multiple RSA Total Type inquiry traffic trends.
- Generate and Analyze monthly interconnect suspense reports.
- Generate and Analyze monthly Least Cost Routing reports.

### Coop Trainee, 09/2020 - 12/2020 TETCO

- Quickly learned new skills and applied them to daily tasks, improving efficiency and productivity.
- Creating and Managing Phone Extensions
- Microsoft Office365 Administration
- Managing users remotely and personally

## Education

Princess Nora Bint Abdulrahman University, 01/2021  
Bachelor of Computer Science: Information Technology

## SKILLS

Office 365 Administration  
Linux  
Team Work  
Curious and Willing to learn  
Analytical Thinking

## COURSES

Red Hat Services Management and Automation  
Red Hat Enterprise Linux Automation with Ansible  
Red Hat System Administration | & ||  
Security+  
Fundamental of Database Course from Oracle Academy 2018  
Introduction in Cybersecurity

## Languages

Arabic  
English