

# Reema Alsulami

Punctual and motivated individual who is able to work in a busy environment and produce high standards of work. Excellent team worker and able to take instructions from all levels and build up good working relationships with all colleagues. I'm Flexible, Reliable and possess excellent time keeping skills. Currently, I am seeking a good position to develop my skills in enhancing the company's vision and goals, increasing growth, and develop opportunities that increase the achievement of the required goals.

## HIGHLIGHT

Dealing and enhancing strong working relationships with employees, senior management, and internal and external parties.

Able to enter data quickly and accurately, prepare reports, write emails, communicate and cooperate with senior management.

Ability to deal promptly, effectively and courteously with requests for information or services.

Can analyze large amounts of information, determine companies and client needs, and seek resolutions.

Good understanding of resolve typical and common problems.

Able to follow and use latest technology.

## EDUCATION

### Bachelor's Degree - Management Information Systems

Imam Abdulrahman Bin Faisal University,

01/2017 - 09/2021

Dammam, Saudi Arabia

## WORK EXPERIENCE

### Document Controller SAUDI PAPER GROUP

03/2022 – Present

Dammam, Saudi Arabia

Working in Strategy department, Quality Assurance Unit

- Manage requests for documentation.
- Manage the processes around documentation within the organization.
- Support to the creation, review and approval of project documents and data.
- Produce reports on documentation and progress as requested. Ensure that hard copy and electronic record files as required are maintained in good order to comply with QA requirements.
- Prepare procedures documentation assigned by management.
- Collaborate and communicate with managers and project leaders.
- Good working knowledge of document management systems and Proficient user of SharePoint.

### Business Analyst Intern SAUDI ARAMCO

06/2021 - 08/2021

Dhahran, Saudi Arabia

Worked in Transportation department, Rental Vehicle & Taxi Fleet Admin Unit

- In charge of preparing leased vehicles related letters, in addition to generate leased vehicles utilization reports.
- Developing plans and strategies of leased vehicles delivery.
- Participating in the unit meetings, and attending important events and activities.



alsulamireema@gmail.com



+966561292595



Dhahran, Saudi Arabia



linkedin.com/in/reema-alsulami



## PROFESSIONAL SKILLS

Analytical Thinking

Problem-Solving

Excellent Communications

Ability Prioritize and Multitask

Time Management

Planning and Organizing

Strong Interpersonal Skills

Project Management

Document Management

Teamwork

Flexibility



## TECHNICAL SKILLS

Microsoft Office Suite

Microsoft Power BI

System's Analysis

Dashboards

ASP.NET

Tableau

HTML\CSS

PHP

SQL



## LANGUAGES

Arabic  
Native

English  
Professional Working Proficiency

## HONOR AWARDS

Second honor degree May 2021  
*Imam Abdulrahman Bin Faisal University*

## VOLUNTEER EXPERIENCE


**Volunteer at King Abdulaziz Center for World**


**Culture** Jul 2021 – Present


**Crowd Management at Iktva Aramco** Jan 2022


**Volunteer at Tadaffuq** Apr 2021 – Sep 2021


## CERTIFICATES


 Data Analysis and Visualization  
with Power BI Nanodegree  
Program, Udacity  
(04/2022 - 08/2022)

 Project Management, LinkedIn  
(04/2022)

 Technical Consulting, SAP  
(03/2022)

 Cybersecurity Incident  
Response Analysis, STC  
(12/2021 - 01/2022)

 Cybersecurity Essentials, Cisco  
(01/2022)

 Business Analytics Nanodegree  
Program, Udacity  
(10/2021 - 12/2021)

## REFERENCES

Available upon request.