

HALEMA.ALFARAJ

Systems Analyst

Goal: Seek the employment position of Systems Analyst in a progressive technical industry where I can use my software and hardware knowledge, organizational skills and analytical ability to perform systems procedures, To continue to participate in systems processes and to learn new technologies.

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✉ Halema5hf@gmail.com

WORK EXPERIENCES



COMPUTER OPERATOR

Oct 2021 - Present

| FOCUS SOFTNET

Focus system ERP:

- Print formats designing: Since October 2021, I designed +50 different formats (Tax invoice, PO, Receipt...) for many companies as their requirements and taking into ZATCA requirements.
- Generate QR Code for +30 companies on server and nodes.
- CRM: Customer focus through working on Customer relationship management (CRM), I Created +200 request for +100 customer for system's issue. Communicate with the client to understanding the issue, allocate it to the support team, handling customer complaints, and make sure the issue is solved.
- Install Software: Install Focus ERP on nodes system and make sure it is working properly.
- Update the system (Server and nodes).
- Taking backup.

SOCIAL MEDIA MARKETING

MAY 2021 - NOV 2021

| AWAN GROUP

- Manage company's social media accounts, Designing projects' profiles, Designing social posts and real state advertisements.
- Manage three restaurants' social media accounts, including taking professional pictures, Arrange with advertisers and influencers, designing restaurant's advertisements.

EDUCATION

IMAM ABDULRAHMAN BIN
FAISAL UNIVERSITY

| BACHELOR OF

MANAGEMENT INFORMATION SYSTEMS

4.5 OUT OF 5 - SECOND HONOR DEGREE . 2017 - 2020

UDACITY

| Nanodegree of

Cybersecurity - Sep2022- Until now

LICENSES & CERTIFICATIONS

Introduction to Cybersecurity

Issued by Cisco | SEP 2022

Specialist in management information systems |

Saudi Council of Engineers Saudi Council of Engineers - Credential ID 793597

PUBLICATIONS

Designing and Developing A Web Application

for Tourism in International Journal of Scientific Research in Science and Technology IJSRST | Volume 7 | Issue 3, May-June 2020.

VOLUNTEER

GRAPHIC DESIGNER

Jan 2017 - Jan 2020

Leader of design committee at Tatweer club at IAU.

- Designing the announcements for the events.
- Design the identity and logos for the events.
- Discuss with members to improve our design skills.

SOCIAL MEDIA MANAGER

Jan 2017 - Jan 2020

Leader of Media committee at Riyadhah club IAU.

- Social media management.
- Writing Arabic content for the events and announcements.
- Finding creative ideas for the announcements.
- Marketing campaigns.

SKILLS

LANGUAGES

- * Knowledge & Experience in ERP.
- * Knowledge of HTML - PHP.
- * Graphic Design (Photoshop).
- * Knowledge of ERD, UML
- * Attention to detail.
- * Customer Focus.

- * Leadership.
- * Teamwork skills.
- * Written and verbal communication skills.
- * Flexibility.
- * Proficient in Microsoft Office (Excel, Word, PP).
- * Self learning.

English | Speaking - Writing - Reading
Arabic | Native