

Zainab Ahmed Al-Gharrash

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EDUCATION

- **Saudi Electronic University** 2018 – 2022
Information Technology and Computing
- **Immam Mohammed Bin Saud Islamic University** 2013 – 2015
Computer Programming Diploma

EXPERIENCE

- **Administrative/Technical Assistant – Saudi Aramco (SRACO), Udhailiyah**
Sep 2017 – Present
 - SAP Processor
 - Planning and Monitoring of Materials
 - Preparing Weekly Basis Report for Foreman
 - Encoding and Planning Work Order
 - Create Notifications and MMT'S ticket
 - Maintenance Assistance
 - KPI Power and dashboard
- **IT Technician – SMART USER EST, Al Hassa** Feb 2015 – Jan 2017
 - Computer and hardware maintenance
 - Technical support for internal and external programs, internet networks and computer devices
 - Maintain confidentiality of data and reports on the company's business
- **Secretary & Administrative Assistant – King Abdulaziz Hospital, Al Hassa**
Jan 2014 – Dec 2014
 - Writing Reports, Telephony Handling
 - Preparing and writing meetings reports
 - Follow up and arrange the work of the administration and the management requirements.

SKILLS

- Experience in SAP, programing, technical support
- Project planning and management
- All Microsoft programs
- Maintained high level of communication with team mem
- Creative and innovation
- Able to develop agile response to budgetary

VOLUNTEERING

- Saudi Aramco corporate volunteer Letsaad 2015 - 2016
- Photographer, Fokharia Tours 2015 - 2016
- iThraa 2010 - 2016

TRAINING AND COURSES

- Cloud computing - Aramco 2022
- Big data analysis – Aramco 2021
- Web Pin Test – Aramco 2017
- Cyber Hacker Certificate – CHC 2017
- Probability and Statistics – Aramco iThra 2017

References will be available upon request.