

# MAHA ALRASHIDI

Specializing in Management Information Systems

## Contact information :

Cell:0554733773

Email:1maha.alrashid@gmail.com

LinkedIn: @MahaALrashidi

## Summary:

The management information systems specialist is responsible for processing employee data and providing an integrated information system that helps to quickly save, operate and retrieve information and provide the data necessary for senior management for follow-up, evaluation and decision-making, and work to raise the efficiency of the infrastructure of the system in the organization to meet the needs of various departments and activities, as well as With various tasks, including administrative tasks and technical tasks to ensure the efficiency of computer and communication systems, therefore, the systems and information administrator must be familiar with devices and networks and have critical thinking to solve various problems.

## Work Experience :

**from January 23, 2022 to March 31, 2022**

A two-and-a-half month internship in the Transportation and Equipment Services Department at Saudi Aramco.

## Career Objective:

I aim to employ and develop my skills by working in a leading company to be one of the success partners in achieving its strategic goals through the application of the latest technologies in the field of business.

## Education:

Imam Abdulrahman bin Faisal University, Bachelor of Management Information Systems, GPA 4,024.

## Training

- course in financial investment and trading in the financial markets
- Information security course at Saudi Aramco
- Cooperative training at Saudi Aramco
- course in the basics of information security
- One month computer course

## **Skills:**

Active listening  
writing speech  
Logical thinking  
Data Analysis  
Systems Analysis  
Microsoft Office  
Time Management