ASEEL ALSHAMMARI

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📍 Eastern Province -Dammam -Saudi Arabia

PROFILE

My double degree in Information System and Public Health and my previous job as a Data entry have provided me with a well-rounded background and enabled me to develop an analytical/logical approach to tasks, software skills, and the ability to work under pressure. Seeking to gain value-added experince where my experience, acquired skills, and educational background will allow me to make an immediate contribution as an integral part of a progressive company.

SKILLS

- Demonstrated customer service focus and excellent interpersonal skills
- Excellent quantitative and presentation skills, using software such as MS Excel and MS PowerPoint to organize and analyze data
- Applications: Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), Internet Explorer, Mozilla, Firefox, Edge Active Directory.
- Website troubleshooting

EXPERIENCE

SERVICE DESK ANALYST - CONTRACTOR

Saudi Aramco Total Refining and Petrochemical Company (SATORP) | EUS Department

April - 2022

- Resolving incoming end user, IT queries and issues remotely.
- IT ticketing system admin privileges, preparing & analyzing weekly reports.
- Using Active Directory to perform daily tasks and activities.

SURVEY DATA COLLECTION

General Authority for Statistics

2021 - 2022

- Collect and extract data and information that covers all aspect of life.
- Transfer of knowledge and recommendations for public entities to ensure the development of a comprehensive, accurate and unified statistical system and raise public awareness of the importance of statistical work.

DATA ENTRY AND MANAGEMENT

Royal Commision Hospital

2018 - 2019

- Database administration
- Enterprise resource planning (ERP) is applied to integrate the management of all internal and external information across an entire organization.

EDUCATION

DIPLOMA IN INFORMATION SYSTEM

COMMUNITY COLLEGE IN DAMMAM

2014 - 2017

BACHELOR OF SCIENCE IN PUBLIC HEALTH - UNFINISHED

SAUDI ELECTRONIC UNIVERSITY

COURSES

- Operational Planning in Healthcare Organizations
- Supply Chain Management
- "Mutagen" for Development of scientific research skills.
- Cisco.

LANGUAGES

ENGLISH- ADVANCED
ARABIC- NATIVE PROFICIENCY