

SARA ALDOWAIHI

MANAGEMENT INFORMATION SYSTEM

Seeking a challenging carrier with a progressive organization, allowing me as a team member to contribute to the success of the organization by adding value and utilizing my skills.

✉ saradow99@gmail.com

☎ +966599707738

📍 Dammam, SAUDI ARABIA

SKILLS

- Team management
- Problem-solving
- Project management
- Microsoft Office programs
- COMMUNICATION SKILLS
- LEADERSHIP

LANGUAGES

ARABIC : NATIVE

ENGLISH : EXCELLENT

EDUCATION

BACHELOR OF SCIENCE

Prince Mohammed Bin Fahd University, School of business
2017-2022

- **Degree in Management Information System**
- cumulative GPA 3.08

WORK EXPERIENCE

INTERNSHIP AT ARAMCO

02/2022 – 04/2022 Dhahran, Saudi Arabia

- Staffing service department
- JOP posting application processing steps.
- Screening the candidates to refer them to meet the requirement
- Update the list of candidates pool revealing the missing and required information
- joining their recent employment campaign and assisted in arrainging the meetings and informing the candidates about the meeting place and participated in the interviews
- Certification of Completion.