

Fatmah Saleh Al-Khathamy

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 Saudi Arabia

SUMMARY

I interned in educational administration in Taif, assisting with program organization and student record management. I hold a Bachelor's degree in Management Information Systems from Taif University, with skills in analyzing and designing information systems. I have completed various courses in technical and administrative fields, including information security and digital marketing, and possess strong abilities in data entry, analysis, time management, and communication.

EXPERIENCE

Education Administration | Taif, Saudi Arabia

Trainee | Summer Training | 2019 | For 2 Months

- Assist in organizing and coordinating educational programs and events.
- Support the development and implementation of administrative policies and procedures.
- Help manage student records and data entry tasks.
- Participate in the evaluation and reporting of academic performance metrics.

EDUCATION

Taif University | College of Business Administration | Saudi Arabia

Bachelor's Degree in Management Information Systems | May 2020

- Develop skills to analyze and design information systems that meet organizational needs.
- Understand the principles and practices of managing IT resources and infrastructure.
- Gain proficiency in utilizing software tools for data management and decision-making.

OTHER

• Course & Certificate:

- Microsoft Office Specialist (MOS) | Modern Studies Institute | June 2024 | For 60 Hours.
- Training of Trainers (ToT) Course | Fatat Thaqeef Training Institute, Taif | October 2021 | For 30 Hours.
- Creative Content Creation Course | Fatat Thaqeef Training Institute, Taif | October 2021 | For 9 Hours.
- Effective Communication Skills | Fatat Thaqeef Training Institute, Taif | October 2021 | For 12 Hours.
- Training Package Design and Preparation Course | Fatat Thaqeef Training Institute, Taif | September 2021 | For 12 Hours.
- Computer and Information Security Course | For 60 Hours.
- Administrative Empowerment Course.
- Technical Skills in Education and Work Course.
- Human Resources Course.
- Digital Marketing Course.

• Technical Skills:

- Data Entry.
- Data Analysis.
- Network Setup.
- Software Updates.
- File Management.
- IT Support.
- Proficiency in Microsoft Office Suite.
- Strong General Computer Skills.

• Soft Skills:

- Communication.
- Problem-Solving.
- Attention to Detail.
- Decision-Making.
- Analytical Thinking.
- Time-Management.
- Collaboration and Teamwork.

• Languages: Arabic, English.