

# Haya Bint Saleh Al-Taleb

## Information Systems Graduate

Riyadh, Saudi Arabia

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### OBJECTIVE

A graduate in Information Systems, I seek to further develop my skills and gain new experiences in a professional work environment. I possess strong problem-solving and analytical abilities, with experience working both independently and within collaborative teams. I am passionate, organized, and detail-oriented, with a proven ability to prioritize tasks and meet deadlines. My goal is to be an effective and productive member of my workplace, while contributing positively to the achievement of the organization's goals.

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### EDUCATION

- Bachelor's degree

#### **2020 - 2024 | Information Systems**

- Prince Sattam bin Abdulaziz University.
- GPA: 4.86/5.0 with First Honours.

- Graduation Project

#### **2023 - 2024 | Private and International Education Management System**

- project aims to create a private and international education management system that covers all private and international schools as well as private universities in Kingdom of Saudi Arabia in the future. The system provides many electronic services for the teacher, guardian, school principal, and decision maker. The system will also contribute to preparing the necessary reports and providing basic information about the educational process when needed and in the required manner.

- Field Training

#### **July 2023 - August 2023 | Ministry of Education-(HR Department)**

- Entering and analyzed employee data.
- Prepared periodic reports.
- Assisted in organizing employee files and records.
- Contributed to improving human resources operations through data analysis.

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### SKILLS

- Technical Skills:
  - Microsoft Office (Excel, Access, Word, PowerPoint)
  - Programming Languages (Java, Python, SQL, C++)
  - Web Development (HTML, CSS)
  - Database Management
  - Data Structures and Algorithms
  - Project management
- Soft Skills:
  - Time Management
  - Teamwork
  - Ability to Learn Quickly
  - Problem-Solving
  - Leadership
  - Flexibility and Adaptability

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### LANGUAGE

- Arabic
- English