RANEEM MASHHOOR

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PROFESSIONAL SUMMARY

I'm specialized in Management Information Systems.I have outstanding academic performance and have obtained First Class Honors.I possess high efficiency and have both technical and administrative skills, which enable me to apply what I have studied in practical reality.I love working with passion and am keen to contribute to data analysis, system development, and project management.

EDUCATION

Bachelor's Degree in Management Information Systems (MIS)
Taif University – Taif, Saudi Arabia

GPA: 3.92 / 4.00

Aug 2021 - Jun 2025

PROFESSIONAL EXPERIENCE

Position: Management Information Systems Trainee
Taif University – Deanship of Female Students Affairs
Cooperative Training Period:　　　　　　　　　　　**Jan 2025 - May 2025**

Key Responsibilities:
- Entered and updated student data within the university's academic management system.
- Generated statistical and administrative reports using data analysis tools.
- Assisted in documenting digital processes and updating the student affairs database.
- Provided technical and administrative support for electronic systems and digital services.

Currently in Training: Position: Job and Professional Classification Specialist
King Abdulaziz Hospital – Recruitment Department　　　　**Jul 2025 - Present**

Key Responsibilities:
- Renewed and updated employee transactions through HR electronic systems.
- Entered and maintained employment and contract data in the hospital's HR system.
- Utilized MIS tools to manage and analyze HR data and identify recruitment needs.
- Coordinated with departments to update and verify employee information accurately.

TECHNICAL SKILLS

- Working on Microsoft Office programs
- Managing and analyzing databases using Excel and SQL
- Familiarity with Human Resources systems and Management Information Systems

SOFT SKILLS

- Administrative writing skill and preparing reports clearly and professionally
- Effective communication skills and teamwork spirit
- Commitment to work schedules and completing tasks on time
- Ability to learn quickly and adapt to new systems
- Strong teamwork skills

CERTIFICATES

- Introduction to Data Science – Presented by: Cisco Academy
- Cybersecurity Awareness – Presented by: College of Computers and Information Technology, Taif University
- Network Security – Presented by: Tuwaiq Academy

COURSES & WORKSHOPS

- Deep Learning Techniques, The Role of Artificial Intelligence in Database Development, Artificial Intelligence in Cybersecurity, The Impact of Artificial Intelligence on Cloud Computing – Presented by: Dorr Al-Riyadah
- Strategic Management, Accounting, Management Information Systems – Presented by: Taif University
- System Protection from Hacking, Internet of Things (IoT), Electronic Spreadsheets (Excel) – Presented by: Edraak Platform

LANGUAGES

- **Arabic**
- **English**
- **Turkish**