

# NADA ABDULLAH ALQURASHI

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## OBJECTIVE

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A new graduate who is passionate about taking advantage of technology to drive business success. I would like to customise my skills to help achieve the goals of the organisation. And I seek to build on the academic knowledge and experience gained

## EDUCATION

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Bachelor of in management information systems

2019 – 2023

Taif university

Excellent grade with honors

3.66 out of 4

## SKILLS

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- interpersonal and communication skills
- Willing to learn
- Attention to detail
- Time management
- Teamwork
- Creativity
- Excellent Microsoft programs

## WORK EXPERIENCE

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COOP | Channels by Alrajhi bank

DES 2022 – FEB 2023

I was trained in the mechanisms of work in Islamic banks

- Customer service

Excellent with customer inquiries, providing appropriate solutions and identifying their needs to ensure customer satisfaction.

- Sales

department receives customers to open the required accounts and documents, enter them into the system, receive orders to sell the bank's products and follow up their entry into the system and implementation. Theoretically.

- Excellence Department

Applying service quality standards and identifying opportunities for areas of improvement.

## VOIUNTEERING EXPERIENCE

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Volunteer at Taif University to organise and coordinate student events and activities.(2022)

Member of the Department of Management Information Systems(2022)

## CERTIFICATIONS & COURSES

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Banque Saudi Fransi to Financial Sustainability – Udacity (2023)

Network Essential – Cisco (2023)

Financial management - Saudi banks(2023)

Introduction into Project Management Professional (PMP) - Doroob(2023)

Microsoft Azure - Ministryof Communications and Information Technology (2023)

Microsoft Power BI - Ministryof Communications and Information Technology(2022)

Computer and information security - Knowledge House Training Centre, Private Education Office(2022)

Designing user experience in digital products - Taif University(2022)

Effective communication skills - General Organisation for Technical and Vocational Training(2021)

Total quality management - General Organisation for Technical and Vocational Training(2021)

## LANGUAGE

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- Arabic : native
- English : Professional Proficiency