



FATIMAH MOHAMMED

CYBER SECURITY

OBJECTIVE

seek to apply the acquired skills and experiences within a competitive work environment that enhances my ability to present and transfer my creative skills, and to create the appropriate environment to acquire new experiences and skills.

Experience

07/2022 - until now

Administrative employee in the Operations and Maintenance Department (Customer Service Manager) / Arabian Centers

08/2020 to 03/2022

An employee with the tasks of security and administrative systems (data analyst in administrative affairs, technical support coordinator of the business team) / University of Petroleum and Minerals

07/2020/ to 08/2020

Human Resources Assistant / Al-Saeed Towers Company

06/2019 to 08/2019

Debt collection and data entry / financial assets company

CONTACT

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Dahran



EDUCATION

🎓 **Diploma in Cyber Security - Information Technology**

Higher Administrative Capabilities Institute for Vocational and Technical Training 2022

TRAINING COURSES

- Principles and Fundamentals of Cybersecurity Course / Building a Cybersecurity Strategy / Protecting Your Privacy in Cybersecurity for 53 hours
- Secretarial and administrative assistant skills course / executive secretarial and office management / border secretarial for 30 hours
- Basic skills course in information technology applications / computer basics / policy, classification, Information protection for 25 hours
- Human resource management course / strategic planning / strategic management of human resources for 31 hours
- Microsoft Office PowerPoint / Microsoft Word / Microsoft XP / Microsoft Excel for 18 hours
- Basic course of the English language for a month / University of Petroleum and Minerals
- iosh working safety course for 8 hours
- Data science, health, and business administration course
- Python programming course

PERSONAL SKILLS

- Computer proficiency
- good in English
- The ability to solve problems
- Work under pressure
- The ability to deal with others
- Punctuality and time management