

Asma Nasir Faras

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Nationality: Saudi

CAREER OBJECTIVE

I will put my experience in operations management, auditing and implement policies , and my knowledge in discovery and development of information regulations to achieve the planned goals in this organization, and manage the responsibilities of IT governance

EDUCATION

Diploma degree in Information System

King Khalid University – 2021

EXPERIENCE

Field Training – Markiting

Chalhoub Group

9/9/2022 – 7/12/2022

- Communicate with customers, solve their problems and respond to their inquiries
- Achieving sales targets

Field Training - Input data

Public medical Center

8/9/2021 – 5/12/2021

- Enter patient data
- Solve site problems

COURSES

- Cyber security 2021
- Computer and the Internet ic3 2022
- Personal planning 2020
- Blockshain 2020
- Information Security 2020
- Remote work culture administrative side 2020
- fighting the infection 2020
- Fundamentals of Volunteering 2020
- Misk Future Path Career Preparation Program. 2020

SKILLS

- Writing programming codes
- Keeping files in an organized and indexed manner
- Websites design
- computer programs, applications, websites and Office programs
- Planning and organizing skills
- Confidence, self-control
- Management and leadership
- Time management
- Solve problems

LANGUGE • Arabic • English