

SARA ABDULLAH BIN DABAN

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Summary

Very active and initiative I love attending conferences and forums related to technology and management , skill in research and experience in Microsoft office, and Looking forward Vision 2030, I love help and willing to learn new experiences.

Education

- Diploma Degree in Princess Nourah Bint Abdulrahman University
(Computer Sciences, information technology) (2019)
- Certificate (Guinness World Records) by Saudi federation for cybersecurity

Experience

- **Princess Nourah Bint Abdulrahman University** (2018)

Officer in the debt of management secretaryship

Receive daily mail, handle phone calls and organize meetings.

- **Royal Commission for AI-Ula** (2020)

Administrative assistant

Work for 4 months in government affairs relations to coordinate between government and private agencies to arrange agreements and work on a workflow plan to convert them into automation at the Royal Commission for the AI-Ula.

Courses

- Customer service principals **(Doroob)** (2018)
- Marketing **(Misk Academy)** (2018)
- Participated in Hajj Hackathon **(Jeddah)** (2018)
- Information security **(Doroob, STC)** (2018)
- *Innovation in the world of entrepreneurship* **(Elm)** (2020)
- *Introduction to project controls* **(Mashroat)** (2020)

Skills

- Strategic relations.
- Professional IT Skills.
- Team Working.
- Ability to self-learn.

- Speak Arabic as a native tongue and acceptable English skills.