

Fatima ALShehri

Profile

Application developer, Java, IOS

An endless passion for learning programming and databases

Learning from people's experiences and building relationships in my field and beyond.

Work history

Symphony - Account Manager

Riyadh

01/2021 - Present

- Drafted and corrected professional business letters, internal memoranda, and formal email communication.
- Managed clerical needs of company employees, including copying, faxing and file management.
- Gather documents for management and executive staff meetings. Meeting incoming customers and provided friendly, knowledgeable assistance.
- Generated shipment invoices, prepared packages and set up courier deliveries for customers.
- Maintained efficient workflow, providing high-quality administrative support through photocopying, scanning, [Bills] and [Contracts] and [Prices].
- Speed the job and to priorities and coordinate up to [3] concurrent projects simultaneously.
- Reviewed meeting booking procedures and communication with customers.
- Work on the email of interior design office called "Symphony".
- Work on social media accounts.

Education

08/2020

Technical and Vocational Training Corporation

Riyadh

- Diploma of Higher Education: Information Technology.
- Majored in Programming.
- Graduation Project:

Project name: (أ), I used android studio Java

It is a program in which there are teachers in your area. The teacher is requested according to the subject and get paid at the end of the lesson. The teacher is evaluated on the explanation.

- Completed Apprenticeship, King Fahad Medical City - From 07-06-2020 to 06-08-2020.

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📍 Riyadh

Profiles

- https://twitter.com/Fatima_sh00
- [linkedin.com/in/fatima-alshehri-41450a1b2](https://www.linkedin.com/in/fatima-alshehri-41450a1b2)

Skills

- Filing experience
- Problem solving
- Database management
- Preparing contracts
- Meeting coordination
- Microsoft proficiency

Certifications

- Database Design and Programming with SQL (ORACLE).
- IT essentials (Cisco).
- Recommendation Letter (Ad Diriyah Hospital).

Accomplishments

- an application (eud) in system android.
- I am a volunteer at Aldaraeia Hospital as a data entry and IT support and registration.
- Supervisor of the Majidiya projects.

Programming Languages

- HTML.
- My SQL.
- CSS.
- PHP.
- JAVA.
- JavaScript.

project

- Application (eud) .
- <https://twitter.com/programming0>