

Fatima Al shehri

📍 Riyadh ✉ fatima.alshehri0000@gmail.com ☎ 0508300785 in Fatima Alshehri 🌐 Fatima Alshehri

Profile

A meticulous and organized individual seeking for a great opportunity to achieve and overcome the challenges of work and gain more administrative responsibilities to develop managerial and practical skills.

Professional Experience

Project leaders

Symphony Design Office

- Oversee the team members tasks to ensure that they achieve the quality and project deliverables.
- Facilitate and manage the timetable for clients meetings and projects deadline.
- Organize files, documents, and records of each project.
- Supervisor of the Majidiya Projects.

Executive assistant

National Guard Hospital

- Assisting the executive for whom they work with tasks such as scheduling; reviewing, prioritizing and responding to emails; answering and returning phone calls; organizing documents; maintaining records.

Projects

Dashboard

Simple responsive front-end dashboard. This dashboard uses the Bootstrap styles along with a variety of powerful libraries and tools to create a powerful admin panel, Technologies Used: JS, Bootstrap, Chart.js, Datatables and Chatbot.

Today-magazine

website that shows you today's news around the world and can category the news. In addition, it shows you the current weather in your city. This project depends on using a different set of APIs, Technologies Used: JS, Bootstrap, fetch API, News API, Weather API

Courses

web developer

NRT Solution

Oct 2021 – Jan 2022

Database Design and Programming with SQL

ORACEL

IT essentials

Cisco

Education

Bachelor of Cyber Security.

Technical and Vocational Training Corporation

- Managing and overseeing cyber security projects and ensuring the schedule, budget and details of a given task are well organized.
- Providing a performance reports that overview the project's status and share them with stakeholders, clients and team members.
- Protecting system by defining access privileges, control structures, and resources.
- Identifying problems; reporting violations and Implementing security improvements.

Diploma of computer programming

Technical and Vocational Training Corporation

Aug 2020

- Developed project (م): Java application in Android Studio that serves students of all age groups to request the nearest teacher to his location or to initiate conversation through the app between the teacher and the student instead. The student is able to see the teacher's rate from the application. The application also allows student to pay via Apple Pay.
- Javascript, CSS and HTML courses.

Skills

- Website optimisation.
- Command-line interface expertise.
- GitHub.
- Front end development.
- Web development projects.
- Design patterns and principles.
- Website troubleshooting.
- Microsoft Office.
- technical skills .
- troubleshoot problems and challenges .
- critical thinking and problem solving.
- scheduling and time management .
- effective communication.

Volunteer

- volunteer at aldaracia hospital as a data entry and it support