

REEMA AL-MALKI

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PROFESSIONAL SUMMARY

Exceptional leader talented at Project management ,communication and Problem Solving.
Technically-savvy with outstanding relationship building, training and presentation skills

EDUCATION

Information Technology , 2020
- princess Noura bint Abdurhman University - Riyadh, 01

WORK HISTORY

Trainee , 01/2020 to 03/2020
at king Faisal Specialist Hospital & Research Centre (KFSHRC), Riyadh, 01
I was trained at three departments:
1-network Department
2-Database Department
3-user support Department.
-Provide on-site hardware and software support to end users devices and applications .
-Engage in different projects related to supporting and deployment of new or upgraded services to the end users.
- Provide proactive maintenance as needed in order to increase system reliability and reduce user's calls.

volunteer at Edhaah organization, 08/2019 to 03/2020
, Riyadh, 01
Edhaah organization that aims to help new students and direct them to the appropriate path and answer their questions

COURSES

-Patent registration- princess Noura University- Training hours: (3)
Issue Date: 24-1-1440
-Arduino- princess Noura University- Training hours: (4)
Issue Date: 7-1-1440
-Inspire future scientists- Noura University- Training hours: (4)
Issue Date: 16-1-1440
-Preparation of scientific posters- Noura University- Training hours: (4)
Issue Date: 6-1-1440
-Intellectual rights and patents- Noura University- Training hours: (3)
Issue Date: 10-1-1440
-Basic Work Skills1-2- Doroob- Training hours: (4) Issue Date: 20-9-2019
-Cyber Security - Doroob -Training Hours: (3) Issue Date: 21-9-2019
-Self Improvement - Doroob -Training Hours: (3) Issue Date: 9-9-2019
-Problem solving skills - Doroob -Training Hours: (3) Issue Date: 9-9-2019
-Stress management in the work- Doroob -Training Hours: (4) Issue Date: 9-9-2019
-Leadership Skills - Doroob -Training Hours: (2) Issue Date: 20-9-2019

SKILLS

- Web Design
- Computer skills
- Leadership skills
- team work
- Communication
- Project Management
- Microsoft Office
- User Support

LANGUAGES

- Arabic: mother tongue
- English
- Chinese