

# Alsallum, Haifa Khalid

## General Information

<b>Nationality</b>	Saudi
<b>Place &amp; D.O.B.</b>	Jeddah, 18/05/1990
<b>Contact No.</b>	+966544774704
<b>Email Address</b>	It.dm.0903@gmail.com
<b>Degree</b>	Bachelor_of_Information_Technology,_2013
<b>Major</b>	Data Management
<b>Place of Education</b>	King Saud University, Riyadh.

## Objective:

My prime objective is to be part of an ambitious team in reputable organization where I could excel my analytical skills and contribute effectively for the growth of the organization. And to associate myself with an organization that provides me ample scope of learning and a competitive job to utilize my abilities towards its strategic goals.

## Current / Previous Positions

From June 2014 to June, 2015	coordinator of Student Affairs, Al Faisal International Academy, Riyadh
From February, 2014 to June, 2014	Administrative officer/Part-time Lecturer Al Faisal International Academy, Riyadh

## Professional Experience:

- Worked as coordinator of Students Affairs at Al Faisal International Academy.
- Worked as a part-time Lecturer in teaching Secretarial Courses at Al Faisal International Academy.
- Worked as part-time Lecturer in implementing Workshops on Database Management at Al Faisal International Academy.

## Courses, Seminars and workshops

- Presented a training course entitled "Secretarial Course", at Al Faisal International Academy. (2014)
- Presented a workshop entitled "Workshop on Database Management", at Al Faisal International Academy. (2014)
- Attended a course program entitled "Controls and Procedures for qualifying training and qualifying test", at Technical & Vocational Training Corporation. (2014)
- Attended a course program entitled "Controls and procedures for developing training", at Technical & Vocational Training Corporation. (2014)
- Attended a course program entitled "Controls and procedures for diploma, qualifying programs and comprehensive test", at Technical & Vocational Training Corporation. (2014)
- Attended a course program entitled "Work and the rights and duties Ethics", at King Abdul-Aziz City for Science and Technology. (2014)
- Attended a course program entitled "A breakthrough for Entrepreneurship", at Centennial Fund. (2014)

## Key & Technical Skills

- Ability to work under pressure to very strict guidelines and timescales.
- Effective analytical, problem solving, research and investigative skills.
- Well-developed communications, training, and interpersonal skills.
- Software:** MS Office, MS SharePoint Workspace and MATLAB.
- Operating System:** MS Windows and Linux.
- Programming Languages:** Java, SQL and HTML.

## Languages

- Fluent in Arabic (Native) & English.