

NORAH SAEED

CONTACT

- 0556203091
- norah.alshahrani1994@gmail.com
- Riyadh

SKILLS

- Use of computers and its programs.
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Using Power BI program
- Data analysis and design
- Preparing reports and writing letters
- Emotional and social intelligence

LANGUAGES

- English
- Arabic



PROFILE

harnessing my strong sense of responsibility, Dedication to work, teamwork, striving for continuous development, get tasks done before delivery date, I seek to build relationships and what is based on the benefit of my administration, I will endeavor to improve the work performance of the facility, raise its efficiency, and achieve what the facility requires of me to raise its status and earnings and reduce unnecessary costs, Activate repair and production inside the site and rely on professionals and Take advantage of the qualifications, courses and skills you have obtained Through my previous experiences and academic achievement in the service of developing your work.



WORK EXPERIENCE

Bazi Trading and Contracting Company MAY, 2021 - MAY, 2024
Computer engineer

- Training clients on the vehicle tracking system and cameras.
- Follow-up and resolve customers' technical issues.
- Perparing reports, following up on malfunctions, and repairing them.
- Submitting a request on the system for the department's needs of equipment and services to procurement and warehouse.

Zil Al Salaam Company for Information Technology

Logistic support and quality control in the project management department
Jan, 2020 - May, 2021

- Follow up on malfunction reports with site supervisors until they are resolved and submit the report to senior management.
- Submit a letter to the department's management to notify them of the issue resolution.
- Submit the monthly asset request for site supervisors until disbursement is made.
- Follow up on receiving the monthly timesheet for employee attendance from site supervisors and submit it to HR.

Al Jazeera Paints Company

Feb, 2018 - Oct, 2019

Training Coordinator

- Ensuring the readiness of the training hall where the training program will be conducted.
- Entering trainee data into the system.
- Designing electronic forms for questionnaires and data registration.
- Weekly and monthly work report



EDUCATION

King Khaled University

Bachelor's degree in computer information systems

Membership in SCE

- certificate of employment support program to raise skills in Doroob