

Contact

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8-12-2002

Saudi Arabia , Al khobar

EDUCATION

Information science

Imam Abdul Rahman bin Faisal university

is an academic field that focuses on the study of how to collect, organize, analyze, store, and distribute information. It deals with techniques and methods for processing data and relies on computer science, statistics, mathematics, and philosophy to understand how knowledge can be accessed and used effectively. This specialization covers several aspects of handling information from both theoretical and practical perspectives.

SKILLS

- Data processing
- Using Microsoft office (Excel, word, powerpoint)
- Report Writing
- Drafting Contracts
- Project Presentation

COURSES

- Microsoft Excel Program
- use report presentation tools in Excel
- the importance of scientific research and knowledge involvement in light of various 2030
- steps for preparing successful scientific research

Haya sultan alsubaie

Information science

Objective

Joining a work environment that enables me to demonstrate my skills and academic experience at work.

EXPERIENCE

Oct 2023 – dec 2023

AL Muhaidib Group

Training in the Human Resources department

- Building data base to ease access to the information
- and the data was also analyzed, processed, and sorted.

FEB 2025

Al Asry Modern Trading Company LTD

Administrative Communication Officer

- Organizing internal communication and coordinating correspondence between different departments within the organization. External communication with external entities regarding administrative matters. Preparing and coordinating official letters, emails, and administrative reports. Drafting contracts and communicating with clients. Following up on the implementation of administrative decisions and ensuring departmental compliance.

GRADUA PROJECT

The Role of Public Libraries in Promoting Digital Entrepreneurship in the Kingdom of Saudi Arabia: A Case Study of Ithra Library (the research has been accepted for publication by the Arab centre for studies of libraries and institution science journal)

The Role of Public Libraries in Promoting Digital Entrepreneurship in Light of Vision 2030

In addition, attention was given to the skills and tools necessary for developing digital entrepreneurship, as well as highlighting the essential skills required by information specialists to support digital entrepreneurship.

LANGUAGES

- Arabic (mother language)
- English