

Maha Salim Almutiri

Bachelor's in Information Science

Dammam, Saudi Arabia

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Career Objective

A highly motivated graduate in Information Science from Imam Abdulrahman Bin Faisal University. I possess a logical mindset with a practical approach to problem-solving and a strong drive to complete tasks effectively. I am eager to learn, grow, and take on new challenges. My strengths include adaptability, time management, data analysis, auditing, organizing and archiving records, effective communication, leadership, teamwork, and proficiency in Microsoft Office.

Academic Qualification

Bachelor's Degree in Information Science

Imam Abdulrahman Bin Faisal University

Professional Experience

1. Service Management Trainee (Tamheer Program)

Eastern Health Cluster | Sept 4, 2024 – Mar 3, 2025

- Prepared documents and reports related to service management and stored them in databases according to approved policies.
- Analyzed service practices and recommended improvements.
- Developed operational plans and provided effective solutions to service-related issues.

2. Internship - Health Sciences Library

King Fahad Specialist Hospital | 6 Weeks

- Handled library collections using the Dewey Decimal Classification system.
- Organized both physical and digital resources based on institutional needs.
- Provided reference services and user support.
- Coordinated and supervised library activities and tasks.

Community Engagement & Activities

- Completed 10 hours of community service with the Student Skills Development Center.
- Active Member of the Book Club at Imam Abdulrahman Bin Faisal University.
- Volunteered 15 hours at the Health Sciences Library, King Fahad Specialist Hospital, Dammam.

Skills

- Effective Communication
- Teamwork
- Leadership & Motivation
- Time Management
- Adaptability & Flexibility
- Organizational & Planning
- Innovation & Creativity
- Microsoft Office

Courses & Certifications

- General English – Intermediate Level (B1) | Imam Abdulrahman Bin Faisal University
- Community Impact Management | Sadeem
- Presentation Skills | Eastern Health Cluster

Languages

- Arabic: Native
- English: Intermediate