

Muteb Abdulaziz Al-Twalah

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OBJECTIVE

Looking for a challenging and dynamic full-time role with a reputable organization that provides a creative work setting. Through this opportunity, I hope to contribute my knowledge and education to support the company's objectives and needs, while also developing my skills by working alongside experienced professionals.

WORK EXPERIENCE

Volunteer work (King Salman Hospital)

Hail, SA

Incoming and outgoing

- Organizing information and documents in an organized and appropriate manner.
- Analyzing information and extracting important data from letters and documents.
- Verifying the accuracy of information and details in letters and documents.

Saudi Telecom Company (STC)

Hail, SA

Cooperative Training

June 2024 – January 2025

EDUCATION

Hail University

Hail, SA

BS in Management Information Systems

SKILLS & INTERESTS

Skills: Microsoft Office (Excel, PowerPoint, Power BI) | Data Analysis | Project Management

Interests: Machine Learning, Effective Communication, Problem Solving, Fast Learner, Professional Certifications

LEADERSHIP EXPERIENCE

Hail University

1-Team Leader

2021 – Present

- Preparing summaries and solving exercises and participating in the preparation of scientific explanations.
- Attracting distinguished members, distributing tasks and preparing an action plan.
- Update and follow up on the team's work.

2- Scouts, Hail University