

# Aishah Almalki

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## PROFILE

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I hold a bachelor's degree in Management Information Systems. I have experience in providing office support, data entry and digital data analysis. I have the ability to manage many tasks at the same time and I look forward to the opportunity to continuously learn and develop my skills in a practical work environment.

## EDUCATION

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### Bachelor's degree in Management information system

University of tabuk

May 2019 – Aug 2023 | Tabuk, Saudi Arabia

## GRADUATION PROJECT

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### Tamouh | طموح

Graduation Project

Tomouh is a comprehensive educational and training courses platform for all age groups, as it facilitates access to larger and comprehensive educational content.

## SKILLS

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**Hard Skills** — Microsoft Office | System Analysis and Design | Data Analysis , **Soft Skills**

— Effective communication | Time Management | Problem Solving | Flexibility

## VOLUNTEERING

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Participation on the occasion of the International Day of Persons with Disabilities

Organizing a breast cancer awareness event

Organizing the Foundation Day event

## COURSES

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### ENGLISH FOR TOURISM VIRTUAL TRAINING PROGRAM

Dec 2023 – Jul 2024

Red Sea Global

## AWARDS

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### IDEA SPACE

28 Jun 2023

University of tabuk

The competition of the space of thought was in several stages, which revolved around thinking and its fields in several topics, and it won first place at the level of the University of Tabuk

## LANGUAGES

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Arabica

English