

Naseeba Riyadh

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Dammam,saudi arabia

CAREER OBJECTIVE

I seek to work in an environment that develops my skills in social service, technology, data analysis, and the ability to communicate effectively and use modern technology. I aspire to gain new experiences in a professional environment.

SKILLS

- Design of studies
- Computer and Microsoft programs
- Leadership and team management
- Effective communication
- Data analysis
- Reports preparation
- Analytical thinking
- Planning and time management

EDUCATION

- Bachelor's degree in Sociology and Social Service, King Faisal University (Al-Ahsa) Year 2017
- English language certificate accredited by (Cambridge) and Microsoft Office programs for two years
- Computer diploma certificate with 120 training hours in the training center And community service at Imam Abdul Rahman bin Faisal University

EXPERIENCE

- Social researcher, Al Ber Society (Dammam) (2018 - present)
- Developmental Housing Coordinator, Al Ber Society (Dammam) (2018 - present).
 - Communicate with clients and follow clients' instructions about the nature of the research.
 - Apply a range of research and information gathering techniques.
 - Analyzing documents, surveys, and conducting interviews.
 - Communicating with research samples and conducting field interviews to collect information.
 - Using electronic databases to collect information.
 - Analyzing and evaluating research, interpreting data, and ensuring that the research topic is identified.
 - Preparing, presenting and disseminating results and submitting action plans.

TRAINING COURSES AND VOLUNTEERING

- Certificate of attendance at a training course entitled (Financial Accounting), which was presented at the College of Education, for 33 hours at Imam Abdul Rahman bin Faisal University.
- Certificate for attending a training course at Al-Fawzan Academy for developing leaders of non-profit institutions (Social Researcher Course in the Non-Profit Sector), for 30 hours.
- Certificate of attendance for a case study and plan design course Clinical and social report writing for 7 hours at the Saud Al-Babtain Center for Cardiac Medicine and Surgery.
- Certificate of attendance at a training program on time management and priority matrix for 8 hours at the training hall at the Al-Bir Society headquarters.
- Certificate of attendance for a training program (development) of services (beneficiaries) for 12 hours in the training hall. At the Al-Bir Society headquarters.
- Volunteer certificate (office work in the women's branch in Dammam, 5 volunteer hours).
- Volunteer certificate at the nineteenth membership meeting) held at the Sheraton Hotel under the patronage of Princess Abeer bint Faisal Al Saud, 8 volunteer hours.
- Certificate of passing the social research methodology program in Eligibility portal provided by the King Salman Charitable Housing Society.
- Certificate of attending a training course at Al-Fawzan Academy for developing leaders of non-profit institutions (government specialist in the non-profit sector).
- Certificate of passing a training course at Al-Fawzan Academy for developing leaders of non-profit institutions (social mentor).
- Certificate of passing a training course at Al-Fawzan Academy for developing leadership of non-profit organizations (beneficiary empowerment and development specialist)

LANGUAGES

Arabic

English

LINKEDIN

