

Sarah Farhan Alanazi

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OBJECTIVE

Seeking a job chance and an experience learning opportunity in your excellent organization, professional and challenging environment.

EXPERIENCE

- Training and Development Specialist (Tamheer Program) | October 2024- March 2025

Responsible for developing and establishing professional standards and curriculum frameworks, coordinating the design and implementation of training programs to align with industry requirements, overseeing the enhancement of training materials for quality and effectiveness, and preparing related reports and documentation.

- Cooperative training at National Water Company | June - August 2024

Worked in the Operations and Maintenance department, where my responsibilities included creating daily reports, analyzing operational data, coordinating meetings, calculating price quotes, and reviewing and auditing daily reports within the company's internal systems.

EDUCATION

- University of Tabuk | August 2020 – 2024

Major: Bachelor's degree in Management Information Systems

GPA: 4.98 out of 5 with the first honor

COURSES

- The Future of Work Fundamentals (Digital Marketing Fundamentals, Product Management Foundation, Intro to Business Analytics, Intro to AI for Business), Misk Academy (20 Hours)
- Foundation of Project Management by Google, Coursera (18 Hours)
- Java Class Library, Coursera (29 Hours)
- Introduction to Entrepreneurship, Monshaat Academy
- Supply chains for E-commerce, Monshaat Academy
- Introduction to Cybersecurity Tools & Cyberattacks by IBM, Coursera (11 Hours)
- Microsoft Excel & Power BI Course, Skill Solutions (24 Hours)
- Analytics Fundamentals by IBM (34 Hours)
- Advanced Data Analysis using Power BI, Bayan Academy (12 Hours)

SKILLS

- **Personal skills:** Leadership, Teamwork, Adaptability and Flexibility, Time management, Hard work
- **Computer skills:** Proficient in Microsoft office products (Word, Excel, PowerPoint and PowerBI)

Languages: Arabic, English

Recommendations:

Ehab Murshed | Training and Talent Development Section Head | National Water Company