

Ruba Ibrahim Arishi

Contact information:



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Kingdom of Saudi Arabia- KSA

Summary:

I hold a Bachelor's degree in Information Systems and have one year of teaching experience as a computer science teacher in a private school, followed by another year as a business continuity specialist at a training academy. I possess extensive skills in development, data analysis and entry, development planning and documentation, report writing, data management, technical support, and problem-solving. I am eager to utilize my technical and analytical skills in a professional work environment that fosters growth and contributes to achieving organizational goals.

Education:

JAZAN University | 2019 – 2023

Bachelor's in information System – college of computer science an information technology.

Experiences:

1- Job title: Business Continuity Specialist,

Ibdaa Al-Tanmia Higher Institute for Training | Tamheer Program | 2025 - 2026

- * Assisted in developing and updating Business Continuity Plans (BCPs) and related documentation.
- * Supported the identification and assessment of business continuity risks and potential disruptions.
- * Assisted in conducting Business Impact Analysis (BIA) to identify critical business processes and priorities.
- * Contributed to identifying critical resources, dependencies, and recovery requirements for essential operations.
- * Assisted in developing and maintaining risk assessments, continuity procedures, and recovery documentation.
- * Prepared reports and documentation related to business continuity activities and risk management.
- * Coordinated with relevant departments to collect information and support business continuity requirements.

2- Job title: Computer Teacher

Private Schools(Rayat AL-majd School) | 1 Year (2024-2025)

- * Taught computer skills and Information Technology (IT) concepts to female students.
- * Developed lesson plans, instructional materials, and practical learning activities.
- * Trained students on computer usage, software applications, and digital tools.

- * Prepared assignments, assessments, and examinations; evaluated and monitored students' academic performance.
 - * Integrated digital tools and technology into the educational process to enhance learning outcomes.
 - * Provided technical support and guidance to students and users when operating computer hardware and software.
 - * Troubleshoot and resolved basic technical issues related to computer devices, software, and applications.
 - * Maintained educational records and reports and monitored students' academic progress.
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Cooperative Training:

E-health and technical support department – 3 months | Prince Mohammed Bin Nasser Hospital

TASKs:

- * Installed, configured, and maintained computers, printers, and related hardware.
 - * Monitored and maintained electronic systems to ensure optimal performance and availability.
 - * Installed, configured, and extended network infrastructure and connections.
 - * Performed basic troubleshooting and resolved hardware, software, and network-related issues.
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Certificates and Courses:

- * Cybersecurity and Information Security
 - * Introduction to Project Management Professional (PMP)
 - * Entrepreneurship as a Priority
 - * Self-Empowerment
 - * Data Analysis
 - * Digital Art
 - * Microsoft Word Processing
 - * E-Content Marketing
 - * Python Project for Data Engineering
 - * Microsoft Project
 - * Power BI
 - * UI/UX Design
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Skills:

Technical Skills:

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| * Microsoft Office (Word, Excel, PowerPoint) | * Power BI |
| * Computer Hardware & Software | * Salesforce |
| * Computer and Printer Maintenance | * Microsoft Project |
| * Technical Support & Troubleshooting | * UI/UX Design |
| * Network Installation & Maintenance | * Digital Tools & Applications |
| * Information Technology (IT) | * Business Continuity Management (BCM) |
| * Data Analysis | * Business Continuity Planning (BCP) |
| | * Business Impact Analysis (BIA) |
| | * Documentation & Report Preparation |

Soft Skills:

- * Communication Skills
 - * Teamwork & Collaboration
 - * Leadership
 - * Problem Solving
 - * Time Management
 - * Organization & Planning
 - * Adaptability & Flexibility
 - * Responsibility & Accountability
 - * Attention to Detail
 - * Commitment to Work
 - * Critical Thinking
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Language:

- *Arabic
 - *English
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Memberships:

One-year membership in the google club for student developers at jazan university (GCSD jazanU).

Achievements:

- *Participate in volunteer opportunities with 38 volunteer hours.
- *Field data collector.