

# WJDAN AL-AJMY

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## CAREER OBJECTIVE:

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An Information Science expert with a strong focus on library management and electronic resources, complemented by data analysis and software development skills .I aspire to leverage my deep expertise in information science to enhance search strategies and information accessibility, committed to applying the latest technologies and best practices to improve user experience and achieve organizational strategic goals in a dynamic and evolving environment.

## WORK EXPERIENCES:

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- **Mouwasat Hospital.** 2022 – 2025  
*Full time Receptionist for OPD Clinics*
  - Efficiently managed patient schedules and appointments, providing high-quality customer service.
  - Opened new files and recorded visits, ensuring accuracy and efficiency in data management.
- **Ithra library** 2025  
*Part time – organiser*
  - I contributed as an event organizer, ensuring smooth coordination of daily activities, and also had the opportunity to present and lead the workshop “What if My Life Was a Movie?” a space where children explored storytelling and self-expression.

## TRAINING EXPERIENCES:

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- **Imam Abdulrahman Bin Faisal University.** 2022  
*Librarian*
  - Executed cataloging and classification tasks accurately, serving library users across all categories efficiently.
  - Contributed to organizing and managing library resources, focusing on enhancing user experience.
- **King Abdulaziz Centre for World Culture (Ithra) Library.** 2022  
*Librarian*
  - Provided exceptional library services and supported daily operations effectively at the Ithra Library.
- **Ministry of Human Resource and Social Development.** 2022  
*Data Entry*
  - Efficiently managed electronic archives, ensuring the accuracy and security of stored data..

## EDUCATION:

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- Bachelor's Degree in Information Science | **Imam Abdulrahman Bin Faisal University** | 2022.

## CERTIFICATES AND TRAINING COURSES:

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- Computer Applications in Office Work | **Technical and Vocational Training Corporation (TVTC)** | 2024.
- Data analysis course POEWR BI 2024 at KFUPM
- Applications of Automated and Integrated Systems in Libraries and Information Centres..
- Internet of Things Applications and the Challenges of Privacy and Security

## SKILLS:

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- Data Management and Electronic Archiving.
- Information Processing and Organization..
- HTML Programming and Web Design.
- Advanced Cataloguing and Classification.
- Information Security and Privacy Protection.