

# Razan Turki

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## OBJECTIVE

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Aspiring Information Systems and Business Analysis skilled in HTML, basic Python, SQL, Excel, MS Office, Canva, and research tools such as Mendeley and EndNote. Looking for an internship opportunity to enhance technical expertise and apply academic learning in a real-world professional environment.

## PARTICIPATION

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### Imam Abdulrahman Bin Faisal University | Volunteer | 2024

- Conference Organizer at ( EVOLUTION DIGITAL) | 5 hours.
- Coordinated large-scale events with high volunteer engagement.

## EDUCATION

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### Imam Abdulrahman Bin Faisal University | Saudi Arabia

Bachelor's degree in information systems and business Analysis | GPA: 3.9 of 5.0 | 2026

## OTHER

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### Courses:

#### Imam Abdulrahman Bin Faisal University

- Workshop on Using AI Tools in Assessment and Evaluation in E-Learning | 2025
- Advanced Database Management | 2025
- Web Business Applications | 2025
- EndNote Web Workshop | 2025
- Mendeley for Citation Management Workshop | 2025
- Training Program on Ideas and Strategies for Client Acquisition | 2025
- Course on Professional Ethics and Workplace Culture | 2024

### Hard Skills:

- Programming & Databases: HTML, Basic Python, SQL, Excel Macros.
- MS Office | Word, Excel, PowerPoint.
- Canva, Google Workspace, and Zoom
- Data Analysis, Process Documentation, Reporting Automation, Information Management
- Research & Citation Tools: Mendeley, EndNote.

### Soft Skills:

- Communication & Teamwork
- Problem-Solving & Critical Thinking
- Time Management & Adaptability
- Leadership & Responsibility
- Attention to Detail & Professionalism

**LANGUAGES:** Arabic, English Proficient