

Mohammed Azeb

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SUMMARY

Graduated MIS professional with a background in team supervision and technical solutions. Skilled in leading teams, improving productivity, and developing tools for operational efficiency. Recently created a tool to accurately calculate teaching hours at Imam Abdulrahman Bin Faisal University, which became the standard for faculty payment.

Experience

MIS Specialist

Imam Abdulrahman Bin Faisal University, 2024

- Developed an advanced Excel tool to accurately calculate actual teaching hours for each faculty member, accounting for shared course and section hours among professors.
- Designed the code to streamline the calculation of payable hours based on each professor's contribution to mutual teaching schedules, ensuring precise payroll calculations.
- The tool was approved by the university and is now the standard for calculating teaching hours, enhancing accuracy and efficiency in payroll processing.

Cashier

World of Excellence Trading Company, 2022 - 2023

- Managed cash register and transactions efficiently while maintaining customer service standards.
- Solved technical issues with the company's system, ensuring smooth operations during peak hours.
- Created and implemented a database to effectively manage inventory, streamlining stock control and improving accuracy.

Supervisor

Shams Al Sabah General Contracting Est, 2013 - 2015

- Supervised a team of over 30 manual laborers, implementing training programs that improved workforce productivity by 25% within six months.
- Enhanced team cohesion and performance through structured skills development initiatives, increasing overall efficiency.
- Ensured project deadlines were met while maintaining high standards of quality and safety.

Skills

Technical Skills:

- **Programming:** Python, VBA for Excel, HTML, C++, PHP, Java
- **Data Analysis & Reporting:** Power BI, Excel, SQL
- **Operating Systems:** Linux, Windows
- **Database Management:** Structured Query Language (SQL)
- **Business Analysis:** Requirements gathering, process modeling, and gap analysis
- **Microsoft Office:** Excel, Word, PowerPoint, Access

Project & Team Management:

- Leadership & Supervision
- Project Planning & Scheduling
- Communication & Collaboration

Problem-Solving & Innovation:

- Process Improvement
- Analytical Thinking

Education

Bachelor of Management Information Systems

Imam Abdulrahman Bin Faisal University, 2024

Courses

- Power BI (2024, Deanship of Information and Communication Technology, Imam Abdulrahman Bin Faisal University)
- Linux Operating System (2024, Deanship of Information and Communication Technology, Imam Abdulrahman Bin Faisal University)
- Massive Data Analysis (2024, Deanship of Information and Communication Technology, Imam Abdulrahman Bin Faisal University)
- Advanced Risk Management (2024, E-Training, Goal Platform, Human Resources Development Fund)
- Web Application Development (2024, E-Training, Goal Platform, Human Resources Development Fund)
- Introduction to Artificial Intelligence (2024, Ministry of Communications and Information Technology)

Projects

Professional Projects

Faculty Teaching Hours Management System for Imam Abdulrahman Bin Faisal University, 2024

- Developed an Excel tool to calculate faculty teaching hours accurately, streamlining payroll and enhancing operational efficiency.

Inventory Management System for World of Excellence Trading Company, 2022-2023.

- Created a custom database to manage inventory, improving stock control, and resolving system issues for smooth operations.

Personal Projects

Snake Game in Python

- Created a Snake game using Python, implementing features such as user controls, game logic, and dynamic score tracking.

Experimental Database Using SQL Language

- Developed an experimental database using SQL to understand and implement database concepts such as normalization, query optimization, and data integrity.

Web Page Created Using Java

- Designed and developed a web page using Java, focusing on dynamic content, user interaction, and front-end functionality.