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# Zahra Kalbon

## Objective

To gain a work position that fits within both; my degree and my work experience, or to learn new skills.

## Education

2008-2011                      Auckland University of Technology                      Auckland, NZ.

- Bachelors In Computer and Information Sciences – Majoring in IT Service Science                      2011
- Diploma in Information Technology                      2009  
I received a First Equal Certificate for achieving the highest marks in the Diploma.

• High School                      Lynfield College                      2007

• Intermediate and High School                      Zayed College for Girls                      2001 – 2006

## Interests

Reading, travelling, meeting new people, and learning new things. Very interested in technology and projects, in specific, the expanding of businesses and also using technology to improve the Business. Willing to further my knowledge about Networking, databases, and training.

## Experience

2008-2011                      AUT University                      Auckland, NZ.

Position held: Note taker for Disabled students in the Disability Resource Services.

- Note taking for disabled students
- Job required taking notes in various fields of study, such as; computing, cooking, hospitality, communication, business, accounting, and mathematics.
- Exam supervision at the end of semester for disabled student. This required me to read, writing, and supervise exams.

2010                      AUT University                      Auckland, NZ.

Teacher's Assistant for a first year paper (Computer Technologies in Society). I taught two labs that were 2 hours long each, and assisted students that needed help. I also marked exam papers and assignments in this paper.

2011 – 2014                      Saudi Arabian Cultural Mission                      Auckland, NZ.

Work position as a Financial Auditor for three years. This position required working with invoices, auditing to ensure they are payable, contacting New Zealand Universities and Institutes to ensure the validity of the invoices or to solve any issues that may arise. After auditing invoices, they were entered onto our system and paid through our financial system.

#### **Personal Qualities**

I am independent, out spoken, have leadership qualities, helpful, and cooperative. I am also very confident, ready to take new tasks or roles, and I am a very quick learner.

#### **Professional Qualities**

Reliable, punctual, excellent computer and net surfing skills, also organized and work well under pressure. Knowledge concerning computers, planning, work break down structures, and following instructions and tasks set out for me.

Excellent at group work – very good at Project work and deals well with team members. Have also done a one year Project in University with a NZ gaming company (Aristocrat Technologies Ltd, Panmure – project ends in June 2011). During this project, I carried out the following tasks:

- Conducted an analysis of Aristocrat's current business processes. My role was the IT Consultant; however I also took the role of being a Business Analyst for some time. Used the SCRUM Methodology with the Top-Down approach.
- Conducted interviews and then created a; SWOT Analysis (internal analysis), Porter's Five Forces Analysis (external analysis), and Gap Analysis + Action Plan report.
- Finally, created an IT Strategy Plan with a Recommendation Report (with projects they need to conduct) for their next 2-3 years of business to improve and align Technology with Business Processes. Moreover, created a technological roadmap in calendar format.

#### **Language**

Arabic and English (fluent in speaking, writing, and reading both).

#### **Qualities**

Have received compliments about my project from lecturers saying that my team members and I carried out the best project.

Another lecturer has commented about my work, assignments, and refers to me as his Star Student, and also mentions that my work always exceeds standards.

#### **References**

Provided upon request.