

# FAISAL ARWEEN



## CONTACT



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## EDUCATION

2022 - On Going (Last Semester)

### INFORMATION SECURITY (MASTER'S)

Stockholm University

Courses: Information Security in Org, Intro to Information Security, Network Security, Cyber Security, Design Science Research

### MANAGEMENT AND BUSINESS ADMINISTRATION (BACHELOR'S)

2007 - 2010

Kabul University

Courses: Management, Banking, Finance, Micro & Macro Economics.

## WORK EXPERIENCE

Fokus på dig 08 ek. för.

Oct 2019 – Jun 2022

### Personal Assistant

- Helping a patient with everything that may come up in his everyday life.

Capgemini Sverige AB

May 2019 – Jul 2019

### Procurement Administrator (Internship)

- Guiding suppliers through the system: SAP Fieldglass; sending reminders and follow-ups; and other office administrative tasks.
- Communicating with stakeholders and suppliers regarding contracts/PO to ensure compliancy; and monitoring the procurement process.

Faisal Habib Pharmacy,

Feb 2015 – Dec 2016

### Self-employed

- Importation of medical equipment and medications from neighboring countries and selling them to the local hospitals.

Menio Consulting Services

Feb 2013 – Feb 2015

### Administrative Assistant

- Arranging meetings and flight bookings, meeting visitors; data entry and document administration; answering all incoming calls and taking messages as required, ensuring that the waiting area and meeting rooms are kept clean, tidy, and fully equipped and the setup is ready for use.

Afghan United Bank

Jan 2011 – Jan 2013

### Credit Officer

- Meeting applicants to obtain info for loan applications and to answer any loan questions and analyzing applicants' financial status.
- Reviewing loan agreements to ensure they are complete and accurate according to bank policy and writing reports.

## COURSES

Web Development (HTML, CSS)

Python

## SKILLS

GOOGLE SUITE	■	■	■	■	■
SLACK	■	■	■	■	■
MS-OFFICE	■	■	■	■	■
HTML	■	■	■	■	■
CSS	■	■	■	■	■
PYTHON	■	■	■	■	■

## SOFT SKILLS

Problem Solving | Multi-tasking | Oral and Written Communication | Reliable and Flexible | Team Work | Detail-Oriented | Organized | Committed to Lifelong Learning

## LANGUAGES

ENGLISH	■	■	■	■	■
PERSIAN	■	■	■	■	■
SWEDISH	■	■	■	■	■

## HOBBIES

Programming, reading non-fiction books, music and documentaries, swimming, snooker, socializing with family and friends.