

Jomanh Saleh Alghamadi

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Career Objective

Management Information Systems graduate with practical experience in data analysis, business reporting, and digital transformation initiatives. Seeking a role in business analysis and administrative support to contribute analytical and organizational capabilities toward improving operational efficiency.

Education

Imam Abdulrahman Bin Faisal University (IAU), Dammam, Saudi Arabia

May 2025

- Bachelor's Degree in Management Information Systems.
- **GPA:** 4.28/5.00 (Second Class Honors)

Work Experience

Office Sales Administrator | Albawardi Group, Dammam

August 2025 – Present

- Managed Purchase Orders (Pos) in Oracle with high accuracy, ensuring timely processing and compliance.
- Created and maintained item codes to improve data consistency and system integrity.
- Prepared and tracked Payment Schedules and Requests, contributing to accurate financial reporting.

Cooperative Training | Prince Sultan Military College of Health Sciences, Dhahran Department of Communications and Information Technology

January 2025 – May 2025

- Analyzed systems and created SRS documentation for the project.
- Prepared reports to resolve website issues and suggested enhancements.
- Proposed improvements to an educational platform, including tools for performance analysis and resource management.

Volunteer Experience

- Support the content and media team of the Business Administration Club, contributing to the success of the club's activities | Imam Abdulrahman Bin Faisal University (IAU) | Sep 2024 – May 2025
- Contribute to Marketing and Human Resources Committees of the TELE Digital Club by managing member affairs, tracking volunteer hours, and driving social media and advertising campaigns | Imam Abdulrahman Bin Faisal University (IAU) | Sep 2024 – May 2025
- Prepared a cultural program as part of the Cultural Committee, aimed at increasing awareness among the beneficiaries of the association | Community Development Association of Dhahran (Afaq) | Aug 2024 – present

Courses

- **Data analysis Skills Using Microsoft Excel** | Technical and Vocational Training Corporation (TVTC) | Sep 2025
- **Business Analysis** | Boston Consulting Group (BCG) – Misk Foundation | Sep 2024
- **Mustashar Accelerator Program** | Mustashar Accelerator | Sep 2024
- **Project and Community Initiatives Management in the Non-Profit Sector** | Misk Foundation | Aug 2024
- **Analyzing Growth Drivers & Business Risks** | Corporate Finance Institute® (CFI) | Aug 2024
- **Excel Basics for Data Analysis** | Coursera – IBM | Feb 2024
- **AWS Cloud Practitioner** | Saudi Digital Academy (SDA) | Feb 2024
- **Data Science Applications in the Government Sector** | Digital Government Authority (DGA) | Jan 2024
- **Database Fundamentals** | Institute Of Public Administration (IPA) | Dec 2023
- **Artificial Intelligence Applications** | Small and Medium Enterprises General Authority (Monsha'at) | Dec 2023

Technical Skills

- **Programming for Business** | Capable of utilizing programming languages to create solutions for business (Python, SQL).
- **E-Business Technologies** | Skilled in implementing e-business technologies and strategies for online business operations.
- **Business Analysis** | Efficient in evaluating business processes and identifying opportunities for growth and improvement.
- **Data Analysis Using Excel** | Skilled in data analysis using Excel to interpret data, generate insights, and support operations.
- **Microsoft Office** | Adept in Microsoft Office (Word, Excel, PowerPoint) for documentation, reporting, and communication.

Personal Skills

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|---------------------------|------------------------|--------------------------------|
| • Effective Communication | • Collaboration Skills | • Organizational Skills |
| • Continuous Learning | • Problem-solving | • Adaptability and Flexibility |

Languages

- Arabic (Native)
- English (Professional working proficiency)