

# Sukaina Alkhater

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 Eastern Province - Saudi Arabia

## OBJECTIVE

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I aspire to work in a professional environment that supports development and growth, where I can apply my knowledge and skills in Management Information Systems and data analysis to support decision-making and achieve organizational goals. I seek to contribute effectively within a dynamic team that values innovation and collaboration. I have a strong background in dealing with technical systems and coordinating business operations, with a special interest in digital transformation and data analysis technologies. I am always eager to acquire new skills to enhance my professional career.

## EDUCATION

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### Imam Abdulrahman Bin Faisal University – College of Business Administration

Bachelor’s in Management Information Systems

Graduation Year: 2018

## Experiences

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### United Electronics Company (Extra)

Purchasing Coordinator – Digital Team | September 2023 – January 2024

- Prepared weekly sales and promotional reports.
- Coordinated with suppliers to update product information and images.
- Liaised between buyers, operations, and marketing teams.

### Air/Land Imports Coordinator & DOA Team Assistant (Tamheer) | *September 2022 – March 2023*

- Tracked shipments and accurately entered data into the system.
- Obtained certification documents (PCOC – SCOC) and coordinated with accreditation bodies.
- Filed claims and handled defective product returns with the DOA team.

### Qatif Central Hospital

IT Support – Cooperative Training | January – May 2018

- Installed software and performed maintenance on computers and printers.
- Utilized ERP system for services and electronic records.
- Updated hospital website using HTML5, CSS, and JavaScript

## SKILLS

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|------------------------------------------|----------------------------------|
| ○ Data Analysis using Excel and Power BI | ○ Teamwork                       |
| ○ HTML5, CSS, JavaScript                 | ○ Time Management                |
| ○ Oracle EBS System                      | ○ Effective Communication        |
| ○ ERP Systems                            | ○ Problem Solving                |
| ○ Supplier & Supply Chain Coordination   | ○ Ability to Work Under Pressure |

## COURSES

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- Associate Professional in Human Resources (aPHR) | HRCI | Aug 2025
- Data Fundamentals | IBM | Nov 2024
- CompTIA Data+ | Ministry of Communications and IT | Mar 2024
- Oracle EBS Essentials | Ministry of Communications and IT | Jul 2022
- Data Analysis | Misk Foundation | Mar 2022
- Digital Transformation Professional | Ministry of Communications and IT | Aug 2021
- Soft Skills | Ministry of Communications and IT | Jul 2021
- Fundamentals of Digital Marketing | Google | Jul 2021
- Future Path Essentials | Misk Foundation | Feb 2019
- ICDL | Saudi Arabia | Jan 2014
- Social Media Content Management | Alwisam IT

## LANGUAGES

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| ○ Arabic | ○ English |
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