

Lena Alshehri

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Profile

Results-driven Management Information Systems Fresh Graduate with a strong business intelligence and data analytics foundation. I am proficient in Power BI and system analysis, and project management principles. Skilled in problem-solving, effective communication, critical thinking, Time Management, and streamlining operations to enhance efficiency and productivity. Eager to apply academic knowledge and practical skills to contribute to a dynamic organization seeking to optimize its technological strategies.

Experience

Gulf International Bank – Jammaz Al-Suhaimi Professional Foundation Program October 2025

- Worked on the Excel VLOOKUP function and Pivot tables.
- Trained in PowerPoint for business.
- Worked on several case studies on financial literacy.
- Completed communication skills course.
- Completed the Teamwork and problem-solving skills course.
- Completed time management and stress management course.
- Completed conflict management skills course.
- Trained in writing professional emails.

Arabian Est. for Trading, Shipping and Petroleum Works | Co-op Intern Jan 2025 - May 2025

- Installed, configured, and maintained hardware and software systems for optimal performance
 - Collaborated with the IT team to streamline processes and improve efficiency in resolving technical issues
 - Worked with business intelligence tools such as Power BI for business analysis and visualization
 - Trained in cybersecurity measures to protect company data and prevent breaches
- Worked cross-departmentally in the planning department in making weekly reports, generating new templates, and creating data visuals

Education

Imam Abdulrahman Bin Faisal University, Dammam

Aug 2020 - May 2025

Bachelor of Management Information Systems, Business Administration

GPA 4.77 / 5

Skills & abilities

- Time Management
- Reporting and Microsoft Suite
- Business Analysis
- Power BI
- Effective Communication
- Critical Thinking
- Building Relationships

Certification

- Gulf International Bank Certification of Achievement I 2025
- Human Network International I 2025
- End of COOP Arabian Est. for Trading, Shipping and Petroleum Works | 2025
- Data Representation Using Tableau by Tuwaig Academy | 2024
- Academic IELTS | 2021

Language

English: Proficient IELTS: Listening 5.5 | Reading 5.0 | Writing 5.5 | Speaking 6.0 **Arabic:** Proficient