

Sukainah Yasir Al Mubarak

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 Eastern, Saudi Arabia

SUMMARY

Detail-oriented and results-driven professional with a strong background in data analysis, business analysis, and sales management. Proven ability to collect, analyze, and interpret complex data to drive informed decisions, exceed sales targets, and optimize business operations. Skilled in using data visualization tools like Power BI and advanced Excel to create actionable reports and dashboards. Demonstrates exceptional communication and problem-solving abilities, with a commitment to driving business success.

EXPERIENCE

Sales Account Assistant, Analyst | Tamheer Training | SABIC | December 2023 – June 2024.

- Registered new clients in the eastern region markets through CRM for increased market coverage.
- Participated in contract negotiations for 2024 via CRM, ensuring successful finalization.
- Created and updated customer profiles, contributing to a more accurate database.
- Monitored customer orders and payments through the SAP system for accuracy.
- Surpassed sales targets by employing effective communication and follow-up strategies.
- Compiled and analyzed sales data to generate insightful reports that added value to the company.
- Delivered presentations on monthly sales performance, providing key insights and action items.
- Organized and maintained sales documents via ECM, ensuring ease of access and retrieval.

Data Analyst Intern | Saudi Aramco | March 2023 – June 2023.

- Improved document workflow efficiency by developing structured plans for each process.
- Designed and created intelligent work cards for employees, streamlining daily tasks.
- Created templates and forms to improve communication and management within the team.
- Developed an employee contact information webpage using HTML and CSS.
- Utilized Power BI to design dashboards that analyzed data and enhanced performance.
- Streamlined business documents to optimize operational efficiency across departments.

EDUCATION

Imam Abdulrahman Bin Faisal University | Saudi Arabia

Bachelor’s Degree in Management Information Systems | First Class Honors | GPA: 4.94/5 | 2023.

OTHER

- **Certifications:**
 - Microsoft Certified: Power BI Data Analyst Associate | 2025.
 - Entry Certificate in Business Analysis | IIBA | 2024.
 - Post Graduate Certificate in Information Systems Management | Salford University | 2024.
 - Certificate in Entrepreneurship Essentials | Harvard Business School Online | 2020.
- **Courses:**
 - Supply Chain Management Basics - SABIC Learning Center | 2024.
 - 15 Days of Power BI - Complete Microsoft Power BI Bootcamp - Udemy | 2023.
 - Zero to Hero in Microsoft Excel: Complete Excel Guide 2023 - Udemy | 2023.
 - Analyse Data with SQL Skill Path - Codecademy | 2023.
 - Business Analysis Professional Effectiveness Competencies - Aramco E-learning | 2023.
 - Best Practices for Digital Transformation - Aramco E-learning | 2023.
 - HTML, CSS, and JavaScript for Web Developers - Johns Hopkins University via Coursera | 2022.
 - Cybersecurity Foundation - Palo Alto Networks Cybersecurity Academy | 2020.
 - English Language - Aramco | 2018.
- **Volunteering Activities:**
 - Ertiqā Non-Profit Organization | 9 Hours | Khobar | 2023.
 - Civil Development Association | 10 Hours | Safwa | 2021.
 - Saudi Red Crescent Authority | 3 Hours | Qatif | 2021.
- **Technical Skills:**
 - Data Analysis and Visualization.
 - Dashboard Design and Reporting.
 - Sales Forecasting and Analysis.
 - Data Quality Assessment.
 - Customer Relationship Management.
 - Enterprise Content Management (ECM).
 - Supply Chain and System Analysis.
 - Requirements Gathering and Documentation.
 - SAP System, Power BI & Microsoft Office.
- **Soft Skills:**
 - Communication.
 - Analytical Thinking.
 - Presentation Skills.
 - Attention to Detail.
 - Adaptability.
 - Creativity.
 - Team Collaboration.
 - Problem-Solving.
 - Time Management.
 - Critical Thinking.
- **Languages:** Arabic, English.