

Rouqiyah Yasir Al Mubarak

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SUMMARY

A highly skilled and results-driven professional with a strong foundation in data analysis, business intelligence, and sales operations. Adept at gathering and analyzing data to generate insights, forecast trends, and support strategic decision-making. Proficient in using Power BI, SAP, and Excel for data visualization, reporting, and process improvement. Possesses excellent communication and problem-solving skills, with a proven ability to collaborate effectively with cross-functional teams to achieve business goals.

EXPERIENCE

Sales Manager Assistant, Analyst (Tamheer Training) | SABIC | December 2023 – June 2024.

- Created and updated customer profiles to ensure an up-to-date customer database.
- Gathered accurate sales forecasts and consistently exceeded assigned sales targets.
- Generated contracts and onboarded new customers via CRM, expanding the client base.
- Managed customer orders and payments through SAP, ensuring smooth and efficient operations.
- Analyzed sales data to identify trends and insights, and driving performance improvements.
- Produced reports to support contract follow-up and secure additional deals.
- Delivered presentations to review sales performance and drive continuous improvement.
- Organized and managed documents in ECM, ensuring easy access to sales files.

Business Analyst (Co-op Trainee) | Saudi Aramco | March 2023 – June 2023.

- Developed data visualization methods to enhance report clarity and impact.
- Designed dashboards using Power BI to present data in a user-friendly format.
- Prepared weekly highlight reports, ensuring data accuracy and reliability.
- Collaborated with team members to efficiently complete critical tasks.
- Communicated insights and results from data analysis to key stakeholders.

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.
 - NanoDegree in Business Analytics | Udacity | 2023.
 - Certificate in Entrepreneurship Essentials | Harvard Business School Online | 2020.
- Courses:**
 - Supply Chain Management Basics | SABIC Learning Center | 2024.
 - Communicating with Confidence | SABIC Learning Center | 2023.
 - Analyze Data with SQL Skill Path | Codecademy | 2023.
 - Big Data Concepts | Saudi Aramco E-learning Platform | 2023.
 - Leading Your Team | Saudi Aramco E-learning Platform | 2023.
 - Zero to Hero in Microsoft Excel: Complete Excel Guide 2023 | Udemy | 2023.
 - IT for Business Success | HP Life | 2022.
 - HTML, CSS, and JavaScript for Web Developers | Coursera | 2022.
 - Cybersecurity Foundation | Palo Alto Networks Cybersecurity Academy | 2020.
 - Administrative and Professional Skills | Continuing Education Center | 2020.
 - English Language Program | Saudi Aramco | 2018.
- Volunteering Activities:**
 - Ertiqa Non-Profit Organization | 9 Hours | Khobar | 2023.
 - Saudi Red Crescent Authority | 3 Hours | Qatif | 2021.
 - Al Ber Charity Society | 16 Hours | Asir Region | 2021.
- Technical Skills:**
 - Data Analysis and Visualization.
 - Sales Forecasting and Reporting.
 - Dashboard Design.
 - ECM (Enterprise Content Management).
 - Customer Relationship Management.
 - Business Intelligence (BI).
 - Requirements Gathering.
 - SAP System
 - Power BI & Microsoft Office.
- Soft Skills:**
 - Communication.
 - Team Collaboration.
 - Problem-Solving.
 - Time Management.
 - Analytical Thinking.
 - Presentation Skills.
 - Attention to Detail.
 - Adaptability.
 - Creativity.
 - Critical Thinking.
- Languages:** Arabic, English.