

Sarah Al-Muhaysh

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SUMMARY

MIS graduate with hands-on experience in ERP systems (Odoo, Microtec), Power BI, and financial operations including billing, collections, and reporting. Skilled in data analysis, process improvement, and cross-functional coordination. Seeking analytical and strategy-oriented roles to optimize workflows and support data-driven decision-making.

EXPERIENCE

Accounting Assistance Jan 2025 – Present
Arabian Seals Company. Ltd.

- Developed and maintained Power BI dashboards to support financial analysis and management reporting.
- Prepared monthly collection plans and monitored execution to support cash flow.
- Managed aging receivables and followed up with clients to ensure timely payments.
- Handled the full invoicing-to-collection cycle on client platforms (SAP Ariba, Ma’aden, Etimad, ACWA Power), resolving discrepancies and ensuring approval until payment.
- Processed and issued invoices using ERP systems (Odoo previously, currently Microtec) with high accuracy and timeliness.
- Created and maintained customer accounts in Microtec.
- Verified billing data, performed invoice audits, and coordinated with clients to resolve issues before submission.
- Maintained accurate financial records and ensured data consistency.

Team Lead – ERP Improvement Initiative (Internal Initiative) Dec 2025 – Present
Business Analysis & Process Improvement – Arabian Seals Company. Ltd.

- Led an internal ERP improvement initiative, coordinating cross-functional teams across finance, sales, and operations.
- Analyzed system issues, assessed business impacts, and documented requirements for process improvements.
- Prepared and presented problem statements and proposed solutions to senior management.
- Collaborated with stakeholders to implement practical solutions, including a tracking system to enhance visibility and control.
- Trained end users and management on updated processes, ensuring smooth adoption of improvements.

Administrative Assistant (Coop-Training) Jan – Jun 2024
Berlitz Language Center

- Managed student data and issued certificates upon level completion with high accuracy.
- Handled documentation and coordinated certificate approvals with official entities.
- Supervised final evaluation tests and ensured organized execution.
- Responded to client and student inquiries, published marketing content on social media.
- Supported the training team and facilitated coordination between departments.

EDUCATION

Bachelor of Business Administration Degree in **Management Information System (MIS)** Sep 2019 – Jun 2024 King Faisal University.
GPA 4.42 \ 5 – Second-Class Honors.

SKILLS

Core Business & Analytical Skills	Technical Skills	Project & Process Management
- Problem Solving & Root Cause Analysis - Requirements Analysis & Strategic Planning - SWOT & Process Improvement - Financial & Operational Analysis - Attention to Detail & Time Management - Client Communication & Teamwork	- Power BI Dashboard Design & Data Visualization - SQL Database Management & Data Analysis - Advanced MS Excel	- Project Management (Agile, SDLC - Familiar) - Workflow Monitoring (Billing to Collection Cycle) - Task Ownership & Follow-up

COURSES & CERTIFICATIONS

- Entry Certificate In Business Analysis (ECBA) – Certified | International Institute Of Business Analysis (IIBA).
- ECBA Entry certificate business analysis – Course (Adaptive US)
- Lean Six Sigma Green Belt – Course (LEORON Institute).
- Introduction Into Project Management Professional (PMP) – HADAF Course.

LANGUAGE

- English
- Arabic