

Atheer Rajab Alzahrani | Management Information Systems Specialist

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Objective:

Motivated and detail-oriented Management Information Systems graduate with honors, seeking an entry-level position in data analysis, logistics operations, or business process optimization. Bringing hands-on experience from Saudi Aramco in automating reporting systems, improving contract workflows, and developing Excel/VBA tools. Eager to contribute analytical skills, project knowledge, and a strong foundation in digital tools to drive efficiency and innovation within a dynamic organization.

Education:

Bachelor's Degree in **Management Information Systems**, Imam Abdulrahman Bin Faisal University.

- ✓ With Second class honor
- ✓ Graduated: 2025

Experiences:

Internship Program at Saudi Aramco– Hauling & Logistics Operations Division Jan 2025-Apr 2025

- **Produced** detailed **logistics reporting** dashboards using Excel and **VBA**, reducing manual data processing time by **40%**.
- **Made** impactful contributions to **contract support** documentation, cutting review turnaround time by **25%** through improved formatting and data clarity.
- **Driven** automation of repetitive reporting tasks, eliminating errors and boosting accuracy across weekly logistics summaries.
- Created dynamic macro-enabled tools to streamline data entry and report generation, significantly improving workflow efficiency.

Volunteer Experiences:

National Volunteer Work Platform – National Center for Non-Profit Sector

Total Volunteer Hours: 46 | Contributions with 2 Organizations

- Food Supply Chain Coordination – “Quot” Campaign, Imam Abdulrahman Bin Faisal University | March 2024
 - Assisted in organizing and coordinating the food supply chain for the campaign.
 - Hours Contributed: 2.
- Graduation Ceremony Organization, Imam Abdulrahman Bin Faisal University | May – June 2023
 - Supported the planning and execution of the 44th graduation ceremony for university students.
 - Hours Contributed: 44.

Project:

-**Created a website** for the Riyadh Season that includes all related services and information.

Professional Development:

Courses & Certificate:

- | | |
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| <ul style="list-style-type: none">➤ Strategic Thinking-Harvard ManageMentor, 03/2025.➤ Project Management-Harvard ManageMentor, 03/2025.➤ Career Management-Harvard ManageMentor, 03/2025.➤ Goal Setting-Harvard ManageMentor, 03/2025.➤ Business plan management-Harvard ManageMentor, 03/2025.➤ Coaching -Harvard ManageMentor, 03/2025.➤ Strategy planning and Execution-Harvard ManageMentor, 03/2025.➤ Microsoft tips & tricks webinar-Aramco, 03/2025.➤ HMM Coaching-Aramco, 03/2025.➤ Data Insights Unleashed: Power BI for Modern Analysts Webinar-Aramco, 03/2025.➤ HMM Project Management-Aramco, 03/2025. | <ul style="list-style-type: none">➤ HMM Strategy Planning and Execution-Aramco, 03/2025.➤ Digital Trends Program (e-Learning)-Aramco, 02/2025.➤ Fire Fighter II- Aramco, 01/2025.➤ Fire Safety Awareness (TCD) - Aramco, 01/2025.➤ MIS IP-02e PHISHING (SAP) - Aramco, 01/2025.➤ Safety-Handbook-17-Office-Safety- Aramco, 01/2025.➤ MIS IP-03e: PHISHING (SAP) (Arabic) - Aramco, 01/2025.➤ MIS IS-01e: Information Security Essentials (SAP) - Aramco, 01/2025.➤ Code of Business Conduct - Arabic- Aramco, 01/2025.➤ Code of Business Conduct- Aramco, 01/2025.➤ SA-101e: Our Company- Aramco, 01/2025. |
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Skills:

Hard skills:	Soft skills:
➤ Systems Integration Techniques ➤ Business Process Modeling ➤ MS Office Suite ➤ Database Management ➤ Requirements Gathering & Use Case Documentation	➤ Communication Skills ➤ Problem Solving ➤ Team Collaboration ➤ Adaptability ➤ Time Management

Languages:

. Arabic . English

References:

Name: Mohammed H Bishri, **Job Title:** Manager Hauling & Logistics Operations Division.

Organization: Saudi Aramco