

Abdulrahman Alhejaili

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 Saudi Arabia

SUMMARY

As a graduate with a Bachelor of Management Information Systems, I bring a solid understanding of data management, business processes, and technology integration. I am skilled in using tools like SQL, Excel, and Power BI to organize, analyze, and visualize data effectively. I am eager to leverage my analytical abilities and technical expertise to contribute to the success of a forward-thinking organization.

EXPERIENCE

Thiqa Real Estate | Saudi Arabia

Real Estate Business Development | November 2023 – April 2025.

- Develop and execute marketing strategies to promote properties and services.
- Operate real estate management systems (e.g., CRM software, property management platforms).
- Reconcile accounts related to property operations, rent collection, and service expenses.
- Use Power BI to create interactive dashboards and visualizations of financial and operational data.

Esnad Mutakamel | Saudi Arabia

Telephone Technical Support | May 2024 – August 2024.

- Answered calls and inquiries from customers reporting technical issues.
- Documented detailed descriptions of reported problems in the support system.
- Diagnosed technical problems using knowledge of devices and support tools.
- Followed up with customers to ensure the reported issues were resolved satisfactorily.

Hadi Al-Jahni Foundation | Saudi Arabia

Service Provider | December 2022 – October 2023.

- Delivered products or services using a mobile cart to various locations.
- Offered promotional deals or discounts to attract new customers.
- Handled customer transactions using cash, credit cards, or mobile payment methods.
- Reconciled daily sales and recorded all transactions accurately.

EDUCATION

Taibah University | College of Business Administration | Saudi Arabia

Bachelor of Management Information Systems | 4.52/5 | 2023.

OTHER

● Courses:

- Advanced Excel Skills | Edraak.
- Power BI 101,102,103 | Satr
- SQL | Satr
- Business Intelligence | Satr

● Technical Skills:

- Data Analysis.
- SQL Proficiency.
- Database Management.
- Microsoft Excel.
- Business Intelligence (BI) Tools.

● Soft Skills:

- Communication Skills.
- Analytical Thinking.
- Teamwork.
- Organization Skills.
- Time Management.

● Languages: Arabic, English.