

Fay K Alabdulqadir

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PROFILE

Driven Business Analyst holding a Bachelor's degree in Management Information Systems, with hands-on experience across Human Resources, Governance, Compliance, and AML-CTF. Adept at working in diverse environments, with strong communication skills in both Arabic and English. Dedicated to continuous development, growth, meaningful impact, and a strong commitment to organizational success.

EDUCATION

Sep 2018 — Jun 2024 Bachelor's degree in Management Information System, IAU Dammam
GPA: 3.04 out of 4 / 3.81 out of 5

EMPLOYMENT HISTORY

Jan 2025 — Present Business Analyst, Tayseer Finance Dhahran

- Analyze business processes and recommend improvements, supported by flowcharts and visual diagrams.
- Develop use case diagrams and models to define user-system interactions and ensure functional alignment.
- Support User Acceptance Testing (UAT) by validating that business and technical requirements are accurately implemented.
- Gather and document business and system requirements by engaging stakeholders and preparing structured documentation (BRD, SRS).
- Utilize tools such as Microsoft Office Suite (Word, Excel, PowerPoint, Visio), [Draw.io](#), and JIRA for documentation, modeling, and task tracking.

Oct 2024 — Dec 2025 Compliance and AML-CTF Officer , Tayseer Finance Dhahran

- Monitor and investigate suspected compliance, money laundering, and terrorism financing activities.
- Developed internal policies and procedures, ensuring alignment with current regulations standards.
- Conduct periodic inspections across departments ensuring adherence, while reviewing the resolution of regulatory observations through action planning and ongoing follow-up.

Jun 2024 — Sep 2024 Human Resources Intern , JANA Marine service company LLC Khobar

- Supported recruitment by reviewing applications, conducting interviews, and evaluating candidates.
- Managed job offers, hiring procedures, and onboarding documentation with strong attention to detail and clear communication.

SKILLS

Microsoft Office Suite	Requirements Documentation (BRD, SRS)
Web Design	JIRA Tracking
Flowchart Creation	Draw.io
Diagram Modeling	

LICENSES AND CERTIFICATIONS

Power BI Data Analysis, KFUPM

Digital Transformation , HRDF

Protect Systems from Penetration , Edraak

International Computer Drivers License (ICDL), Edraak

Principles of Anti-Money Laundering and counter Terrorism Financing, Governance Academy