

MOHAMMED ABDULLAH ALABDULWAHAB

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PROFESSIONAL SUMMARY

As a fresh graduate with a major in Management Information Systems and experience as a Business Analyst and Project Manager, I am confident that I can offer a unique perspective to any organization. My expertise in information systems and management, as well as my experienced working in team environments, Reputation for hard work, punctuality, and willingness to learn new things. I strive to continuously improve each organization I work with by implementing quality practices that align with their vision, mission, and goals and eager to apply knowledge and gain practical experience

EDUCATION

Bachelor's degree in Management Information Systems (Aug 2020 – Feb 2025)
Imam Mohammad Ibn Saud Islamic University (IMSIU)

GPA: 4.29 out of 5 with second class honor

PROFESSIONAL EXPERIENCE

Cooperative Training, Riyadh Region Municipality (Nov 2024 – Feb 2025)

- Composed official letters via the Administrative Communication System.
- Compiled meeting minutes and managed office tasks, including group emails and "cc" usage.
- Built an automated 8-sheet Excel dashboard for seamless data integration.
- Designed a dynamic chart to track transaction status (Completed, In Progress, Pending).

Member of media and content writing, Business Administration club (Sep 2023 – Aug 2024)

- Making decisions
- Writing content
- Creative problem solving

Member, EJAD Club (Feb 2023 – Aug 2024)

- Help students within the university
- Organizing events
- Member of Quality and Performance Measurement: Preparing monthly and semester reports including the achievements of the departments and the club as a whole.
- In measuring performance, I worked on questionnaires that measured members performance according to specific criteria.

COURSES & PROJECTS

- Microsoft Excel, Hadaf
- Communicate Effectively, Doroob
- Business intelligence (BI), Imam University
- Crisis management, Imam University
- Web design, using HTML, CSS, JavaScript. (personal website)
- Graduation Project: Social Marketing and it's Impact on Enhancing Customer Loyalty at Baims Education

SKILLS

- Microsoft Office
- Power BI
- Report Writing and Presentation
- ERP Systems
- Communication
- Adaptability
- Creativity and Innovation
- Work under pressure