

Nawaf Alhawiti

Management Information System



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Tabuk ,SAUDI Arabia

SUMMARY

Administrative Specialist with 6 months of practical experience in administrative work, where I gained strong skills in managing operations, coordinating between departments, and analyzing data to support decision making. During my tenure, I worked on improving workflow, documenting procedures, and organizing information effectively, which helped raise the level of operational efficiency. I have a strong desire to move into the field of business analysis and data analysis, as I developed my skills in dealing with analysis tools such as Excel, Power BI, and SQL through training courses and academic projects.

EXPERIENCE

Municipality Of Tabuk | Saudi Arabia

Administrative organization specialist | October 2023 – April 2024

- Dealing with and organizing email.
- Preparing meeting schedules.
- Organizing paper and electronic files.
- Records management and data updating.
- Organize and store information securely and appropriately.

EDUCATION

University of Tabuk | Saudi Arabia

Bachelor's Degree in Management Information System

Other

- **Courses :**

- Microsoft Word & Excel
- Introduction to Information technology
- Information Systems and business Processes
- Business Analysis Essentials
- Human Resources Functions
- Cybersecurity
- Data Management Using Excel

- **Technical skills :**

- Microsoft Office Suite
- Document & Information Management
- Business & Organizational Analysis
- Information systems
- Data Analytics
- Database Management

- **Soft skills :**

- Analytical Thinking
- Communication
- Organizational Skills
- Time Management
- Teamwork & Collaboration
- Adaptability and Flexibility

- **Languages :** Arabic , English