

NAJLA ALOTAIBI

MANAGEMENT INFORMATION SYSTEM

CONTACT

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- ☎ 0553855195
- 📍 Riyadh

SKILLS

- Interactive interface design in power bi
- Hard working
- Sql
- C++
- Data analysis
- Self-learner
- Team worker
- Problem solving
- Oracle ERP System

TRAINING COURSES

- English Course – centennial Higher Training Institute(2024)
- ITIL 4 Noura Union, (2023)
- Total quality management IMSIU, (2023)
- Trello Noura Union ,(2023)
- Chat GPT Dawrat, (2023)
- Adobe reader Noura Union ,(2023)
- Financia management Droob, (2022)
- Technical skills in education and work mnar, (2022)
- Cyber security and information security mnar, (2022)
- Establishing and developing photography skills mnar,
- E-marketing mnar ,(2022)
- Administrative empowerment mnar, (2022)

Language

Arabic – Native
English – very good

PROFIL

recent graduate, Dedicated,self-learner , and highly motivated management information systems (MIS) ,interested in Project analysis and business development

EDUCATI

Bachelor Degree of Business Administration
– Management Information System.
Al-imam Mohammad bin Saud Islamic University – Riyadh,(2019)–(2023)
GPA 4.67/5

EXPERINCE

Co-op Training - Norah Almalahi foundation project Analyst - manager assistant

- Sorted and analyzed technical project using Excel.
- Contributed to and authored governance manuals.
- Designed interfaces in Power BI for technical projects.
- Screened and evaluated (500) projects in Trello.
- Monitored and followed up on project progress.
- Completed investment forms for Artal Financial Company.

Tamheer Program – Bank Albilad

OD and Manpower – Human Resources Department Duration: 6 months

- Assisted in organizational development (OD) and workforce planning tasks.
- Conducted research and analysis related to manpower planning.
- Collaborated with HR teams on various administrative and strategic projects.
- Collaborated with the team to achieve departmental objectives
- Linking employees in Oracle with the Reporting Line.
- Conducting workforce needs analysis.
- Preparing weekly reports for the CEO's office.
- Extracting daily reports.
- Analyzing and discussing structural changes with OD to ensure organizational development and improve operational efficiency.