

Afrah Alosaimi

Business and Data Analyst

✉ afrahelosaimi@gmail.com ☎ 0532717644 📍 Riyadh 🌐 Afrah F. Alosaimi

PROFESSIONAL EXPERIENCE

Revenue Assurance Specialist 10/2024 – Present
Zakat, Tax and Customs Authority Riyadh

Data Analysis & Automation Reporting:

- Gathered, prepared, and analyzed financial data from different data sources to identify trends, assess risks, and uncover opportunities for revenue improvement, while developing a growth strategy aimed at boosting financial gain and taxpayer satisfaction.
- Automated repetitive tasks and reports with tools using UiPath and Alteryx.

Business Development & Process Improvement:

- Improved business processes by analyzing and identifying the gaps and improvement points and suggesting solutions and implementing automations to the business repetitive tasks with the UiPath and RPA technology.
- Assessed current procedures to identify risks and inefficiencies.

Strategic Planning & Risk Management:

- Supported strategic goals by implementing corrective actions and improvements.
- Reduced human errors by minimizing manual interventions.

Administrator and Data Analyst 04/2024 – 10/2024
Volunteer Opportunity (176 approved hours) remote\On-site
database management and data warehousing using Microsoft Access and Excel

Data Analyst Trainee – Zain KSA (WIT Program | Women in Tech) 01/2024 – 03/2024
Zain KSA remote

- Performed data analysis and data cleaning using Python and SQL to ensure accuracy and reliability of datasets.
- Designed and developed interactive dashboards with Microsoft Power BI, transforming raw data into clear insights to support decision-making.

Full Stack Developer Trainee (co-op training) 06/2022 – 08/2022
Ministry of Health On-site
designing user interfaces and implementing server-side functionality

PROJECTS

Operations Representative for RPA Project – ZATCA 11/2024 – Present

Represented the Operations Sector in the **RPA automation initiative** by collecting and analyzing over **70 automation requests**, assessing their impact on operational activities, and identifying the most impactful processes. Coordinated with various departments to discuss requirements, documented workflows using **MS Visio**, and collaborated with the IT team to deliver selected processes for bot development and deployment.

Key automated processes:

- Audit Department tasks: automating audit case reviews and preparing audit working papers.
- automation for task submission in the employee task tracking system.
- Automated extraction of invoices and documents.

Operations Vice Governor Reports – ZATCA

04/2025 – Present

Developed and automated periodic reports (**daily, weekly, monthly**) on revenue deviations at the Zakat, Tax and Customs Authority, including dashboards, analytics, and justifications. Utilized **Alteryx** for data preparation and analysis, and **UiPath RPA** for process automation, which **enhanced reporting efficiency**, reduced manual effort, and supported faster and more accurate decision-making.

Government Stakeholder Communication Governance Project – ZATCA

11/2024 – 02/2025

Key Achievements & Responsibilities:

- Analyzed government entities to assess their impact on organizational objectives.
- Developed daily tracking plans for relationship managers' tasks.
- Designed communication strategies for high-priority government entities.
- Created performance indicators to measure outputs of key entities.
- Implemented automated dashboards to monitor and report performance metrics.

Graduation Project

2023

developed a dynamic and responsive website using Node.js and JavaScript. Utilized Express.js for backend development, integrated a frontend framework (e.g., React) for an organized UI. Implemented user authentication, API integration. Conducted testing, implemented monitoring, and performed maintenance for optimal performance and security

Electron | إلكترون

2022

UI/UX design

Looking for the best electronic products and PC parts? Look no further than Electron | إلكترون. it is designed to help you find the best devices and accessories available in Saudi Arabia.

EDUCATION

Shaqra University

09/2019 – 06/2023

Bachelor of Computer Science

COURSES

Data Preparation with Alteryx

06/2025 – 06/2025

Udacity

Completed Udacity's *Data Preparation with Alteryx* course, gaining hands-on experience in data profiling, cleaning, blending, and building automated workflows to ensure high-quality, analysis-ready data.

Information technology and AI - GDP course

06/2025 – 07/2025

University of California, Berkeley

Riyadh

Organizational Leadership - GDP course

01/2025 – 05/2025

Stanford University

Riyadh

Completed a rigorous program focused on leadership, strategic management, and organizational effectiveness. Developed skills in team leadership, decision-making, and driving positive change within organizations.

SKILLS

Project management

Data collection, preparation, and analysis

Financial and risk analysis

Risk identification

Error reduction through automation and process refinement

Automate reports

Tools & Programs: Alteryx, Excel, SQL, Power BI, Tableau, TeraData, SAP

LANGUAGES

English



STEP: 95