

# Afnan Alqarni

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Afnan Alqarni

Saudi Arabia

## SUMMARY

As an experienced professional in data entry, teaching, and language studies, I excel in managing data accuracy and efficiency. Volunteering as an Online English Language Trainee Teacher, I helped students improve their language skills. Holding a Bachelor's in English Language, I specialize in translation and research, with advanced courses in Data Analysis and Power BI. My IELTS score of 6.00 reflects my strong language proficiency, with a focus on administrative tasks.

## EXPERIENCE

### Bayan Charity For Learning Quran- Makkah Al-Mukarramah | Saudi Arabia

Online Data Entry Clerk | August 2024 – December 2024.

- Inputted data into databases with precision and ensured efficiency in the process to maintain accurate records.
- Verified the accuracy and completeness of information entered into databases to uphold data integrity.
- Created and managed structured data entry forms to simplify information gathering.
- Updated and modified records by incorporating relevant and accurate data to keep information current.

### Princess Nourah Bint Abdulrahman University | Saudi Arabia

Online English Language Trainee Teacher | Multilingual Club - Volunteering Faculty | Riyadh | April 2024 – August 2024.

- Delivered educational classes in English using diverse teaching methods.
- Participated in activities and training programs offered by the university to enhance teaching skills.
- Evaluated students' fluency and offered guidance to improve their language abilities.
- Provided constructive feedback to support students' progress in English proficiency.
- Created a student exercise booklet aligned with the club's curriculum to assess understanding under the club's supervision.

## EDUCATION

### Taif University | Saudi Arabia

Bachelor's Degree of English Language | August 2013 – January 2018.

- Develop advanced proficiency in reading, writing, speaking, and listening in English.
- Analyze literary texts and explore cultural contexts across diverse genres.
- Master translation techniques for technical, legal, and business purposes.
- Conduct research in language, linguistics, and literature effectively.
- Enhance cross-cultural communication and understanding through language studies.

## OTHER

### ● Courses:

- Microsoft Power BI Data Analyst Course | Coursera | November 2024 – January 2025.
- Training on Data Analysis Skills using Excel | Coursera | April 2024 – June 2024.
- Computer Skills in Office and Administrative Work | Technical and Vocational Training Corporation | 120 Hours | August 2023 – November 2023.

### ● Certifications:

- CBP-PM | International Business Training Association (IBTA) | June 2025.

### ● Tests:

- Academic IELTS Examination with a Score of 6.00 | June 2023.

### ● Hard Skills:

- Ability to create and analyze data using pivot tables in Excel.
- Advanced formulas and functions such as VLOOKUP, INDEX, MATCH, SUMIF, COUNTIF and more.
- Proficient in using Conditional formatting, Charts and graphs
- Grammar Proficiency.
- Translation Skills.
- Research Abilities.
- Experienced in designing complex Power BI dashboards to analyze business performance and generate insights
- Data Entry.

### ● Soft Skills:

- Communication Skills.
- Time Management.
- Leadership.
- Teamwork.
- Self Development.
- Negotiation.
- Flexibility.
- Positivity.

- Languages: Arabic, English