

# Shaima Alamri

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## PROFESSIONAL SUMMARY

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Business Administration graduate from Taibah University with an excellent GPA of 4.66/5 and practical training experience in Human Resources through an internship at the Madinah Region Development Authority. Skilled in data analysis, dashboard design, and professional reporting using Excel and Power BI. Completed specialized courses in project management, leadership, and business growth strategies. Eager to contribute academic knowledge and practical expertise within a dynamic organization that values innovation and continuous development

## EXPERIENCE

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**Madinah Region Development Authority | Saudi Arabia**

**Trainee, Department of Human Capital Development | 3 Months-2023**

- Managed and updated employee data in both digital and manual systems, ensuring accuracy and confidentiality.
- Assisted in preparing reports, coordinating HR initiatives, and developing job performance evaluation modules.
- Monitored attendance records and ensured compliance with organizational working hours and HR policies.

## EDUCATION

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**Taibah University | Saudi Arabia**

Bachelor of Business Administration - Major in Management | GPA 4.66 / 5 | Graduated 2024

## COURSES

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- Project Management | 35 Hours | 2024
- Data analysis using Microsoft Excel & Power BI | 60 Hours | 2024
- Supply Chain and Logistics Management | 2024
- Financial Analysis Basics | 2024
- Business Administration | 35 Hours | 2023
- Change Management | 20 Hours | 2023
- Creative Leadership & Managerial Leadership | 30 Hours | 2023
- Human Resources Management | 30 Hours | 2023
- Fundamentals of Marketing plans | 2023

## SKILLS

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### • Technical Skills

- Microsoft Office - (Word, Excel, Power BI, PowerPoint)
- **Excel:**
  - Ability to create and analyze data using dynamic tables in excel
  - Using macros for data migration
  - Creating graphs and interactive maps
  - Mastering a wide range of functions, including (IF, VLOOKUP, XLOOKUP, HLOOKUP, FILTER, SUMIFS, DGET, DSUM) and tools such as (Power query, PivotTable)
  - Statistical Analysis, use statistical functions such as AVERAGE, MEDIAN, STDEV, etc. to analyze data.
  - Analyzing data by creating interactive dashboards
- **Power BI:**
  - Creating and managing data models by importing and structuring datasets
  - Using advanced formulas for data transformation and analysis
  - Building visual dashboards and charts to present business insights
  - Performing data queries and filtering to identify key patterns and trends
  - Analyzing data by creating interactive dashboards

### • Soft Skills

- Teamwork and Cooperation
- Flexibility and Adaptation to Change
- Time Management
- Analytical Thinking and Problem Solving