

# WEJDAN AYAAD ALBALAWI

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📍 Saudi Arabia



[Wejdan Albalawi](#)

## OBJECTIVE

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A Bachelor's degree holder in Statistics with specialized training as a Compliance Specialist at the Ministry of Sports. I am proficient in leading teams to meet organizational objectives efficiently. Skilled in data analysis using Excel. Eager to join a dynamic team where I can contribute to continuous success.

## EDUCATION

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### Bachelor of Statistics - University of Tabuk

September 2019 – August 2023

Graduation Project: Statistical Application of Body Fat Percentage for Men

- Conducted a comparative study on body fat percentage for men under and over 40 years old.
- Extracted and analyzed data from open databases.
- Applied multiple linear regression using R-Studio.

## EXPERIENCE

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### Compliance Specialist Trainee

Ministry of Sports – Tamheer training program

- Ensured compliance with regulations and standards within the sports sector.
- Assisted in the development and implementation of compliance strategies.
- Monitored and reported on compliance metrics.

### Administrative Assistant

Ministry of Sports - June 18, 2024 – August 3, 2024

- Managed and organized official documents and files.
- Coordinated meetings and managed schedules.
- Provided administrative support to the executive team.
- Assisted in preparing detailed reports and official correspondence.

## SKILLS

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- Data Analysis (power bi, Excel)
- Statistical Programming
- Microsoft Office (Excel, Word, PowerPoint)
- Team Leadership
- Compliance and Regulatory Adherence

## CERTIFICATIONS

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- Data Analysis using R (University of Tabuk)
- Statistics and the Future of Business (University of Business and Technology, Jeddah)
- Data Analysis using Excel