

# NAWAL AL MURAISEL

## Business Analyst / Computer and Management Trainer / Administrative

**Address:** Dammam Saudi Arabia

**Mobile Number:** +96650499391

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**Nationality:** Saudi

**Date of Birth:** 1985

**Marital status:** Married

### Achievements

- Work on analyzing more than **25 services**.
- Empower **100 students** who are not computer specialist to deal with and create databases and websites.
- Introduced the ERP system at Shumoa Al Amal Complex, in addition to establishing an internal mail system for **80 users** (Office 365).
- Managed to increase the number of members from **10 to 25** members, and increase donations that reached during 7 months to **1,000,000 SAR**.
- Managed more than **300 women** at the Saudi Student Club in the UK, as well as overseeing and developing the General Assembly.

### Experience & Voluntary

**Aug 2019 Business Analyst at Eastern Province Amana**

**– Present Company Industry: (Government industry)**

- Defining business requirements and reporting them back to stakeholders.
- Creating a detailed business analysis, outlining problems, opportunities and solutions for a business.
- Planning and monitoring

**Jan 2018- Lecturer at Alasala College in Dammam**

**Aug 2019 Company Industry: (Education)**

**Key Responsibilities:**

- Gives lecture in MIS and computer science.
- Course coordinator of two courses.
- An academic Advisor for 50 students.
- A member in HR, Business college Schedules and final Exams committees.
- Trainee on the work of admission and registration.

**Oct 2016 Executive Director in Khiyrat association in Riyadh**

**-March Company Industry: (Non-Profit organization)**

**2017 Key Responsibilities:**

- Works with board in order to fulfil the organization mission.
- Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.
- Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.
- Establishing new departments by priority such as (HR, Marketing, and Procurements. Ext.)
- Implements new procurement, system and criteria.

-Manage and control the work system by establishing KPIs such as workforce plan.

**Feb 2015**      **Lecturer at Dammam University in Dammam**

**-May**            **Company Industry: (Education)**

**2016**            **Key Responsibilities:** Plan a lecture, preparation and research, contact and teaching time with students, checking students' work, and invigilating examinations.

**Sep 2014**      **Lecturer in IT Department in Arab Open University in Dammam Company**  
**-Dec 2015**      **industry (Education)**

**Sep 2014-**      **Supervisor in Information Management department in Shoma Alamal center**  
**Feb 2015**      **for special education in Dammam**

**Company Industry: (Education for people special needs)**

**Key responsibilities** IT tools managements (Tracking, distribution, purchasing, review and maintenance) Study, review and research organization requirement as per to implement the system (ERP)

**2011-**            **Volunteered as Vice President Saudi Students Club in Manchester**

**2012**            **Responsible** for making social, educational and entertainments activates for Saudi Club members, such as (Eid parties, story competition, organize for educational courses, social gatherings --- For ladies, Students communications, living arrangements for the new Saudi families, etc. )

\* Honored as the best VP of all Saudi Students Clubs, UK.

**2018-**            **Volunteered** to coordinate official tasks with Saudi Embassy in UK Holly Quran  
**2010**            competition, Manchester

### Education

2011      Master of Information Management  
 Leeds Metropolitan University -Leeds, UK

2008      Bachelor of Computer & Information Systems Management  
 King Faisal University- Dammam, Saudi Arabia Honor Student - GPA 4.4 out of 5

### Professional Skills, Abilities and Traits

**-Administration and Management:** Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modelling, leadership technique, production methods, and coordination of people and resources.

**-Computers and Electronics:** Knowledge of MS Office 2013, Websites Content Development, Word Press, , SPSS, Tableau, HTML, Database and Enterprise Systems, electronic equipment, and computer hardware and software, including applications and programming.

**-Customer and Personal Service:** Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

### Languages

- Arabic – Write, Read and Speak (native tongue)

-English – Write, Read and Speak Fluently

## Training

2019	- Introduction to UI,UX	(Thakaa Center , Dammam)
	- Tableau , Tableau Prep	
2019	- Course specification	(NCAAA , Dammam)
	- Learning outcome	
	- Annual course report	
2019	- Smart keys to deal with personal pattern	(360degree,Bahrain)
2018	- Life balance	(360degree,Bahrain)
2018	- Inorganics	(Saudi design week, Riyadh)
2015	- Modern Trends in Scientific Research	(Dammam University)
	- Self-control	
	- Scientific Research in the field of humanistic	
	- Drawing personal goal	
2014	- iPhone development	(online with Enseeyab)
2014	- Dreamweaver / The edge / CSS	(Manchester, UK)
2013	- Illustrator/ Photoshop/ HTML / InDesign	(Manchester, UK)
2012	- Journalism and Editorial Training Workshop.	(Manchester, UK)
	- Quick reading.	
	- Developing Communication Skills in Dialogue	
2011	- Successful employ.	(Manchester, UK)
2010	- Photography,	(Manchester, UK)
	- Effective communication skills.	
	- The development of Saudi films.	