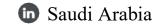
Lama Zahid Jad



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SUMMARY

As an Information Systems graduate with hands-on experience, I developed expertise in ERP operations, data analysis, Python programming, UI/UX design and project management. I contributed to system troubleshooting, interactive prototyping and digital content creation while collaborating with cross-functional teams, aiming to leverage these skills in a challenging role in information systems or digital solutions to drive innovation and operational excellence.

EXPERIENCE

Bahra Electric | Saudi Arabia

ERP Officer | April 2025 - July 2025

- o Processed and validated sales orders efficiently.
- o Managed batch and length reservations to ensure smooth operations.
- o Maintained and updated vendor and customer records.
- o Troubleshot and resolved issues within D365 system.
- o Collaborated with cross-functional teams to streamline order processing.

Wadi Makkah Technology Company | Saudi Arabia

Information Systems Analyst (Tamheer Program) | January 2025 - April 2025

- o Conducted data analysis using Excel, Power BI and SQL.
- o Developed interactive dashboards with Tableau to visualize insights.
- o Gained experience in Python for data analysis tasks.
- o Assisted in UX enhancements and system updates.
- o Supported the development of technical solutions for organizational needs

Arob Company for Business and Investment | Saudi Arabia

Project Manager Trainee | September 2024 - December 2024

- o Analyzed market data using Excel to support project decisions.
- o Developed a meeting room booking application to enhance operational efficiency.
- o Redesigned the company website using Wix and Figma for improved user experience.
- o Strengthened teamwork and communication skills through collaborative projects.

Google Developer Club (UQU) | Saudi Arabia

Lead Designer & Video Editor | 2023 - 2024

- o Supervised a design team and guided student performance on creative tasks.
- o Produced course advertisements, certificates and promotional materials.
- o Designed social media graphics and edited videos for events.
- o Ensured consistent high-quality visual content across all club activities.

Saudi Airlines Digital Lab Department | Saudi Arabia

Summer Trainee | July 2023 - August 2023

- o Developed strong self-introduction and communication skills in a professional environment.
- o Applied Scrum methodology in project workflows.
- o Gained expertise in UI/UX design and interactive prototyping.
- o Conducted wireframe workshops using Figma.
- o Presented project demos with practical, real-world applications.

EDUCATION

Umm Al Qura University | Saudi Arabia

Bachelor's Degree in Information Systems | GPA: 3.25/4 with Second Class Honors | 2024

OTHER

• Courses and Certifications:

- o Data Classification and Summarization Using IBM Granite | IBM SkillsBuild | February 2025.
- o Power-Bi Intensive Course | Qafza | December 2024.
- o Data Analysis Using R | Tuwaiq Academy | October 2024.

License:

Professional Accreditation License for Engineers | Saudi Council of Engineers | ID: 1058632 | August 2026.

Hard Skills:

- o Programming Languages.
- o UI/UX Design.
- o Data Analysis & Visualization.
- o Database Management.
- o Knowledge of Networking Fundamentals.
- o Cloud Computing Platforms.
- o Understanding of Cybersecurity Principles.
- o Project Management.
- Microsoft Office Suite. 0

Soft Skills:

- o Problem-Solving.
- o Critical Thinking.
- Multitasking.
- o Effective Communication.
- o Time Management.
- o Collaboration & Teamwork.
- o Flexibility & Adaptability.
- Languages: Arabic, English.