

# Lama Zahid Jad

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Saudi Arabia

## 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

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

### Wadi Makkah Technology Company | Saudi Arabia

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

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

### Arob Company for Business and Investment | Saudi Arabia

Project Manager Trainee | September 2024 - December 2024

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

### Google Developer Club (UQU) | Saudi Arabia

Lead Designer & Video Editor | 2023 - 2024

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

### Saudi Airlines Digital Lab Department | Saudi Arabia

Summer Trainee | July 2023 - August 2023

- Developed strong self-introduction and communication skills in a professional environment.
- Applied Scrum methodology in project workflows.
- Gained expertise in UI/UX design and interactive prototyping.
- Conducted wireframe workshops using Figma.
- 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:**
  - Data Classification and Summarization Using IBM Granite | IBM SkillsBuild | February 2025.
  - Power-Bi Intensive Course | Qafza | December 2024.
  - Data Analysis Using R | Tuwaiq Academy | October 2024.
- License:**
  - Professional Accreditation License for Engineers | Saudi Council of Engineers | ID: 1058632 | August 2026.
- Hard Skills:**
  - Programming Languages.
  - UI/UX Design.
  - Data Analysis & Visualization.
  - Database Management.
  - Knowledge of Networking Fundamentals.
  - Cloud Computing Platforms.
  - Understanding of Cybersecurity Principles.
  - Project Management.
  - Microsoft Office Suite.
- Soft Skills:**
  - Problem-Solving.
  - Critical Thinking.
  - Multitasking.
  - Effective Communication.
  - Time Management.
  - Collaboration & Teamwork.
  - Flexibility & Adaptability.
- Languages:** Arabic, English.