

# Yahya Almashhad

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**National ID:** 1076458999  
**Nationality:** Saudi



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## OBJECTIVE

*Seeking a challenging position with excellent potential to demonstrate and further develop soft and hard skills including leadership, interpersonal abilities, motivation, management skills, accountability, responsibility, innovation, and technology.*

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## EDUCATION

<b>University of Arkansas at Little Rock</b>	United States
<b>Bachelor of Business Administration</b>	<b>Dec 2016</b>
➤ Management Information Systems	
<b>Certificate of Proficiency</b>	
➤ Business Analytics	
<b>Intensive English Language Program</b>	<b>Oct 2010 – Aug 2011</b>

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## CERTIFICATIONS

<b>Professional Development Center</b>	<b>Sep 2017</b>
➤ Project Management Professional	
<b>Occupational Safety and Health Administration</b>	<b>Nov 2017</b>
➤ General Industry Safety and Health	

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## EXPERIENCE

<b>Electric House – Data Analyst</b>	<b>Jan 2019 – Nov 2022</b>
<ul style="list-style-type: none"><li>• Processing confidential data and information according to guidelines.</li><li>• Helping develop reports and analysis.</li><li>• Troubleshooting the database reports and stock control.</li><li>• Analyze product sales and branch performance.</li><li>• Consumption analysis and forecasting about products.</li><li>• Workload analysis on the branches. Monitor and audit data quality.</li><li>• Making a critical report, including purchase orders, consumption, and branches performance.</li><li>• Removing corrupted data and fixing coding errors and related problems.</li></ul>	

**Al Zahra General Hospital – Data Specialist****Feb 2018 – Jan 2019**

- Provide analytical support to meet the requirements of health insurance companies.
- Maintains databases for storing and tracking data needed to fulfill job assignments.
- Provides information and education on quality and performance improvement processes to medical and hospital staff.
- Monitors assigned projects for effectiveness of services, quality and appropriateness of care, cost containment, patient safety and risk reduction issues.
- Conducts audits and studies to assess and monitor the quality of care delivered and to meet regulatory requirements and reports findings.

**UA Little Rock - Administrative Specialist****May 2015 – Jun 2017**

- Serving as receptionist. Answering and directing calls to appropriate area. Assist students with questions and concerns.
- Basic data entry to assist the various departments. Filing papers, making copies and send faxes. Complete Microsoft Word & Outlook trainings.
- Help maintain detailed records and files in the office, assist with data entry and the processes of the day-to-day activities in the International Student Office.
- Helps with events promotions and publications, website updates.
- Invites students to attend the office organized events through multiple media and promotional means.
- Other duties as assigned.

**SKILLS**

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|-------------------------------------|--|
| • Business Analyst                  | • Data Mining & Analytics                    |
| • Requirements Gathering & Analysis | • Risk Management                            |
| • Project Management                | • Excellent conceptual and analytical skills |
| • Enterprise Implementations        |  |
| • KPI Dashboards & Scorecards       |  |

**PROGRAMS AND SOFTWARES**

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|--------------------|-------------------|------------|
| • Microsoft Office | • Visio           | • HTML/CSS |
| • Visual Studio C# | • App Development | • Weka     |
| • SQL              | • Project Mgmt    | • Tableau  |

**LANGUAGES**

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| • English: Excellent | • Arabic: Native |
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