Phone: +966560054838 Email: a.khawjah95@gmail.com

## **Career Objective**

I seek to apply the experiences and skills acquired within a competitive work environment that enhances my ability to advance, refine my skills, and create the appropriate environment to acquire new experiences and skills.

### **EDUCATION**

## Taif University Graduation in 2018

Management Information Systems (**MIS**)

Bachelor's DEGREE.

#### **SKILLS**

- Data Analytics and Databases With "Excel" & "SQL".
- Background Programming Languages
   "JavaScript", "Python" & "R"
- Data Visualization Tools
   "Tableau " & "Looker"
- Communication
- Problem Solving
- · Attention to Details
- Teamwork

## **LANGUAGES**

**Arabic: Native** 

**English: Excellent** 

# **Ahmed Khawjah**

## **TRAINING**

#### **Electronic Health Coordinator**

King Faisal Medical Complex | July 2017 To October 2017

- · Data entry, processing and analysis.
- · Creating and managing databases.
- Analyze and develop solutions to technical problems.

## **EXPERIENCE**

#### **Logistics Associate**

Sary for Information Technology | March 2021 To October 2022

- Manage daily operations loading, distribution and after the delivery.
- Using [ Locus Software ] to analyze, organize and assign the orders to drivers.
- · Supervising inbound and outbound and coordinating with some departments
- to solve and avoid problems.
- Analyze and process data and cooperate in preparing solutions to improve performance and achieve high KPI.
- Provide ways to track and reduce the cost of delivery and develop work.
- Finding solutions to reduce the return from customer requests.

#### **Technical Support Representative**

Albadr Foundation | May 2012 To June 2013

- Providing the facility with modern technologies such as operating systems, applications and equipment.
- Providing support and assistance to employees in technology problems and explaining the problem to them to avoid it happening again.
- Writing reports explaining the state of (IT) department to realize the performance.
- Evaluation of applications and operating systems.
- · Giving new employees the authority to enter the facility's systems.
- Collaborate with specialized engineers and participate in solving the most complex problems.

## **CERTIFICATES**

- Professional Certificate of Data Analytics (Google)
- Certificate of Applied Sciences of Python Language (SDAIA)

## **COURSES**

- ISO 9001 Quality Auditor
- Human Resource Management
- Marketing and Customer Service
- Secretarial and Administration
- Professional project Management PMP
- Occupational Safety and Health OSHA