

Munira Almogbil

Business Development Analyst

Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

Work Experience

2022-07 - Current	Business Development Analyst <i>Shgardi, Khobar</i> <ul style="list-style-type: none">Tracking over 500 cases daily of closed orders by the support & investigate the original reason for closing, ensuring closing correctness for each order, and taking action on customers, couriers, and partners when needed for quality purposes.Managed needs of more than 200 partners at once daily using strong prioritization and multitasking abilities.Analyzed account details such as usage, sales data and client comments to enhance understanding of effectiveness and client needs.Collaborated with purchasing department to reconcile vendor invoices and facilitate payments.
2021-06 - 2021-08	University Intern <i>Aramco, Dhahran</i> <ul style="list-style-type: none">Collected, arranged and input information into database system to be used in weekly/monthly reports.
2019-07 - 2019-08	Summer Trainee <i>AlSagr Cooperative Insurance Company, Dammam</i> <ul style="list-style-type: none">Checked documentation for accuracy and validity on updated systems.Verified client information by analyzing existing evidence on file

Education

2018-08 - 2022-06	BBA: Management Information Systems <i>Imam Abdulrahman Bin Faisal University - Dammam</i> <ul style="list-style-type: none">Academic Excellence in 4 years, GPA: 4.88.First Honorary Degree.Member of "Volunteer your knowledge" initiative as English Tutor.
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Courses

2022-07	Data-Driven Process Improvement
2022-09	Data Analysis & Visualization

Contact

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Skills

Systems Analysis	<div><div></div><div></div><div></div><div></div><div></div></div> <div>Very Good</div>
MS Office	<div><div></div><div></div><div></div><div></div><div></div></div> <div>Excellent</div>
ASP.NET	<div><div></div><div></div><div></div><div></div><div></div></div> <div>Average</div>
SQL	<div><div></div><div></div><div></div><div></div><div></div></div> <div>Average</div>
English	<div><div></div><div></div><div></div><div></div><div></div></div> <div>Very Good</div>
PHP	<div><div></div><div></div><div></div><div></div><div></div></div> <div>Average</div>
Account management	<div><div></div><div></div><div></div><div></div><div></div></div> <div>Very Good</div>