

Alhanouf AlQahtani

IT Specialist | ITIL4 | Data Scientist | Business Analyst | HRIS | MIS Analyst

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Career History

MIS Analyst Thabat Constructions

- Worked on analytics tools such as Excel and Qlik.
- Check data integrity and makes report from SAP and SharePoint.
- Develop MIS solutions and following up the improvements.
- Ensures system compliance with data security and privacy requirements.

HRIS Coordinator Thabat Constructions

- Responsible for integrating systems into our IT landscape.
- Analyzing business objectives and user needs and converting them into technical requirements.
- Provided data and recommendations to management that were used to improve business processes by HRIS technology enhancement.
- Manages permissions, access, personalization, and similar system operations and settings for HRIS users.
- Develops HRIS solutions in response to business needs.
- Wrote a user-manual for HRIS and conducted employees training.

Admin Coordinator COVID19 Vacations Center

- Provide administrative support to senior leaders.
- Plan and organize training, leadership meetings, conferences and workshops.

Tracing Advisor DHL Express

- Followed-up customer inquiry not immediately resolved.
- Identified, researched, and resolved customer issues using computer systems.

Computer Teacher Ma'arif for Education and Training

- Planning lessons and activates that facilities students' acquisition of basic and advanced computer skills.
- Observing and managing classroom dynamics.

IT Support (Coop Training) Interserve Learning & Employment

- Researched and resolved technical issues / inquires on daily basis.
- Installed, repaired and setup computer peripherals.
- User troubleshooting skills to diagnose and repair PCs and laptops.

Languages

- English (Advanced).
- Arabic (Native).

Qualifications



Nanodegree 2022
(Business Analytics)



Bachelor degree 2017
(Information Technology)

Professional Certifications



ITIL® Foundation Certificate in IT
Service Management

Online Courses



Data Scientist – 148 hours



Applied Data Science with Python



AI Foundations for Everyone



Data-Driven Decision Making (DDDM)



Artificial Intelligence Foundations-
Specialization



Data Analysis

CompTIA +Security

Information design

Core Skills

- Ability to work with, update, and maintain HRIS database
- Knowledge of business analysis tools
- Ability to create details reports from HR data sets
- System documentation and data analysis.
- Microsoft Word, Excel, and Visio.
- Knowledge of analysis tools – ie. Tableau & QlikView.
- Very good spoken and written skills.
- Process Improvement
- Data Analysis.
- HRIS Management.

LinkedIn

<https://www.linkedin.com/in/a1han0uf/>
Or scan the QR code



Mar 2022 - Present

Aug 2021 - Mar 2022

Dec 2020 - Sep 2021

Feb 2018 - Jun 2020

Dec 2017 - Feb 2018

Jul 2016 - Sep 2016