

Rana Al Arifi

Strategic Planning Section Head

To work for an organization that provides me with an opportunity to utilize my skills and knowledge to grow along with the organization's goal.

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📍 Dammam, Saudi Arabia

WORK EXPERIENCE

Strategic Planning Section Head Benea Productive Families "JANA"

06/2021 - Present

Tasks

- Deliver and continuously improve the way we monitor and report performance (both monthly and quarterly), working closely with colleagues across the organization to meet the reporting needs of the executive, sub-committees and board.

Strategic Planning Specialist Benea Productive Families "JANA"

01/2020 - 06/2021

Tasks

- Shaping the company's overall business strategy
- Developing strategic plans and assessing company performance
- Conducting research and data analysis to inform business decisions

Operations Analyst Benea Productive Families "JANA"

07/2017 - 01/2020

Tasks

- Review business process and company policies to help enhance workflow and develop a stronger company
- Collaborate with sales and operations teams to help find ways to create cost-effective business processes that will attract new customers

Operation Auditor Benea Productive Families "JANA"

08/2016 - 07/2017

Tasks

- Use the existing auditing platforms to analyze claims and ensure that the proper amount of funds was applied to each claim

Data Entry Benea Productive Families "JANA"

02/2014 - 01/2015

Tasks

- Entering loan applications data into the system and entering customer credit amounts

SKILLS

Excellent Computer Skills (MS Office and Internet)

Programming Languages

Analysis Skills

Critical Thinking

Excellent Communication Skills

Enthusiastic self-starter

Eagerness to learn and develop

Good decision-making

High quality&attention to detail in research tasks

Committed to meet target dates

CONFERENCES & COURSES

Social Impact and Measurement of Social Return on Investment - 2021

■ KPI Professional Certification- 2020

3rd GLOBAL MICROFINANCE SUMMIT- 2019

- Istanbul, Turkey

■ Internal Audit ISO 9001:2015 - 2019

Key Performance Indicator (KPI) & BSC Training - 2019

Mahara Program (01/2015 - 06/2015)

- An employability program conducted by Wipro Arabia collaboration with PMPYD for 6 months contained English, Soft Skills, IT Skills

EDUCATION

Management Information Systems
University Of Dammam

09/2009 - 01/2014

Projects

- Data Encryption and Decryption - 2013

CERTIFICATES

Key Performance Indicator (KPI)& BSC Practitioner from The American Institute Of Professional Studies

LANGUAGES

Arabic

English