

# SAEED .Y ALQAHTANI

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## SUMMARY

Senior Performance Analytics & Reporting Specialist with 5 years of experience transforming complex data into actionable insights, certified Microsoft Power BI Data Analyst (PL-300), skilled in Excel, Power BI, Google Data Studio, Python, SQL, R (Statistical Programming), and Microsoft Azure, with a proven track record of delivering interactive dashboards and performance reports that improve efficiency, enable real-time visibility, and support strategic decision-making.

## EDUCATION

**Master of Science:** Data Analysis, 06/2025

**King Khalid University** - Abha, Saudi Arabia

**Bachelor of Science:** Mathematics, 07/2022

**King Khalid University** - Abha, Saudi Arabia

## WORK HISTORY

**Senior Performance Analytics & Reporting**, 09/2025 - Current

**AlArkan Training Company** – Riyadh, Saudi Arabia

- Collected, cleaned, and organized raw data from multiple sources to build a reliable reporting foundation.
- Developed structured Excel data models and dashboards to monitor key performance indicators (KPIs) and departmental trends.
- Produced monthly analytical reports summarizing insights, performance highlights, and recommendations.
- Conducted performance reviews every four months, identifying challenges, improvement opportunities, and actionable plans.

**Data Analyst**, 02/2024 - 07/2025

**Profit School** – Abha, Saudi Arabia

- Produced monthly reports using advanced Excel spreadsheet functions.
- Created various Excel documents to assist with pulling metrics data and presenting information to stakeholders for concise explanations of best placement for needed resources.
- Utilized data visualization tools to effectively communicate business insights.
- Used statistical methods to analyze data and generate useful business reports.

**Teacher**, 02/2023 - 07/2024

**School** – Abha, Saudi Arabia

- Increased educational expertise and knowledge by participating in instructor-oriented workshops.
- Worked with staff members and teachers to design comprehensive and individualized plans to optimize student education.

**Data Entry**, 01/2021 - 01/2022

**Restaurant** – Abha, Saudi Arabia

- Assisted other crew members with administrative tasks such as answering telephones, filing paperwork, and entering data entry for company records.
- Utilized techniques for increasing data entry speed.

## CERTIFICATIONS

**Certified Microsoft Power BI Data Analyst Associate**, (PL-300) Nov2023-Nov2028

## TECHNICAL & SOFT SKILLS

- |   |                      |
|---|----------------------|
| • Excellent user of computer and Microsoft Office | • Data gathering     |
| • R Language                                      | • SQL Language       |
| • Python Programming                              | • Power BI & Tableau |
| • Microsoft Azure                                 | • Data Analysis      |
| • Machine Learning Practitioner                   | • Communication      |
| • Work Under Pressure                             | • Critical thinking  |
| • Leadership                                      | • Time Management    |
| • Flexibility                                     |                      |

## LANGUAGES

English:

Arabic: