JUMANA AL-OSAIMI

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OBJECTIVE

Recent management information system (MIS) graduate seeking a full-time position to leverage my academic knowledge and co-op training skills in a professional setting.

EDUCATION

Imam Mohammad Ibn Saud Islamic University   **Aug 2021 – Present**

Bachelor's degree in business administration, management information system (MIS), college of business, GPA **4.88** out of **5.00**

WORK EXPERIENCE

Part-time, Alhussain Company   **Sep 2022 – Present**
System Analyst

- Working for a leading and large company locally as a systems analyst. The job requires Collect information, convert it into reports, and work to improve it.
- Data analysis for evaluations of stored data to ensure its quality and ensure this quality.
- Recover data if needed.
- Collect data from different sources.

CERTIFICATIONS

- Microsoft Excel, Doroob   **Jan 2023**
- Predictive Analysis, Doroob   **Nov 2024**
- Advanced Risk Management, Doroob   **Nov 2024**
- Strategic Planning for Organizations, Doroob   **Nov 2024**

SKILLS

Background knowledge
- Analysis and design for information system
- Application development (html, CSS, JavaScript)
- Feasibility study
- Strategic planning

Technical skills:
- MS Office (Excel, PowerPoint, Word, etc...)
- Project management

Analytical skills:
- Critical thinking
- Attention to details
- Problem solving