

# Lamya Abdulrhman Alqhtani

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## SUMMARY

I want to join a team that aims for success, I believe in the importance of collaboration and enjoy contributing to my ideas, I look forward to developing my skills and helping the company achieve its goals, I have studied programming languages including C++, HTML, JavaScript, and CSS, python which I believe will allow me to make meaningful contributions to the team .

## EDUCATION

**Imam Muhammad bin Saud Islamic University | Saudi Arabia**  
Bachelor's Degree in Business Administration - MIS | GPA=4.85/5 | 2020 – Present

- Develop skills in data analysis and strategic decision-making.
- Gain a comprehensive understanding of financial concepts and resource management.
- Enhance leadership abilities to efficiently organize and manage teams.
- Learn marketing strategies to drive company growth in competitive markets.

## OTHER

- Course & Certificate:**
  - Crisis Management Course | Imam Muhammad Ibn Saud Islamic University, Deanship of Student Affairs | September 2024 | For 2 Hours.
  - Analyzing data by using Excel | Edraak | June 2024 | For 4 Hours.
  - Artificial intelligence and its future applications | Edlal | July 2024 | For 3 Hour.
  - social intelligence skills | Dorooob | August 2023 | For 2 Hours.
  - Building security | Dorooob | July 2024 | For 3 Hours.
  - Data analysis | Dorooob | July 2024 | For 2 Hours.
  - Learn management | Dorooob | July 2024 | For 3 Hours .
  - Web application development | Dorooob | July 2024 | For 4 Hours .
  - Information security | Dorooob |August 2024 | For 2 Hours.
  - Leadership and strategic planning skills | Dorooob | August 2024 | For 2 Hours.
  - Strategic thinking | Dorooob | August 2024 | For 2 Hours.
- volunteering:**
  - content writer of the Business Administration Club at the College of Business, Imam Muhammad bin Saud Islamic University | 2024.
  - Member of marketing of the Business Administration Club at the College of Business, Imam Muhammad bin Saud Islamic University | 2024.
- Technical Skills:**
  - Microsoft power BI
  - Microsoft Excel
  - Basic Data Analysis.
  - Digital Project Management.
  - Collaboration Tools Proficiency.
  - Strategic Business Planning.
  - Proficiency in Microsoft Office Suite.
  - Strong General Computer Skills.
- Soft Skills:**
  - Communication.
  - Problem-Solving.
  - Attention to Detail.
  - Decision-Making.
  - Analytical Thinking.
  - Time-Management.
  - Collaboration and Teamwork.
  - Leadership skills
- Languages:** Arabic, English.