

FATIMAH ALGHANNAM

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EDUCATION

Bachelor's degree in management information systems, King Faisal University

2017 – 2022

- GPA: 4.71 out of 5 (2nd Class honor.)

EXPERIENCE

Manasah Lafit Advertising Agency – Hofuf, SA

Sep 2023 – Present

Information System Analyst

- Prepared a comprehensive study regarding the agency's digital transformation project.
- Worked on tools such as Data Flow Diagram (DFD) and System Development Life Cycle (SDLC).
- Developed connections with important organizations like Saudi Aramco to enable the agency to be official vendor for them.
- Conducted and monitored the software subscriptions and installation of cybersecurity needs at agency members' PCs to correspond to the Cybersecurity Compliance Certificate (CCC).
- Offered expert technical support by resolving issues for staff members.

Operations Specialists

- Enhanced project management procedures by implementing a scheduling and tracking tool using Notion App.
- Created a financial template for the operation department to collect and analyze (cost-profit) using Excel formulas.
- Developed a database using SharePoint to perform a monthly analyzed report using that data.
- Managed deadlines progress and delegating tasks to appropriate team members to ensure projects are delivered on time.
- Supervised the new operations specialist members to ensure their understanding of their new position.
- Managing all internal and external communication of the agency via emails, phone calls and in-person meetings.

UIP in Saudi Aramco – Academic Program and Partnership Dep

Jan 2022 – June 2022

Advisor

- Automated the process of creating financial sponsorship letters using Mail merge.
- Developed a new RDPs database and updated the master database using Excel VLOOKUP formula.
- Cleaned up the RDPs historical database and developed an interactive dashboard using Excel pivot tables to evaluate the data analysis process and reports generation.
- Created profiles for the ADPs candidates for more than 100 profiles and supported them with the IPAS System.
- Reviewed the applications for all the unit candidates under the nomination and placement stages by verifying them with the programs conditions and policies.
- Created and monitored the candidates tracking file to track their applications and updated the stages status.
- Generated weekly KPI reports.

COURSES/CERTIFICATES

- STEP score:78 equivalent to 5.5 in IELTS.
- Notion.
- Cognitive ability test. Score 83.
- Cyber Security.
- Entrepreneurship.
- Self-development.

Udemy – 2023

Qiyas – 2022

Manar Platform – 2021

Manar Platform – 2021

Doroob Platform - 2018

VOLUNTEERING

Leader at the Preparatory Year Deanship Mentor Program.

2019

- Guided and mentored more than 10 fresh university students per day.

Member of Almousa specialists' hospital volunteering team.

2016 - 2021

- Participated in agriculture event in Jabal Alshu'bah
- Organized Al-Hassa Running event.
- Participated in patients' data entry for Covid-19 Vaccination.

SKILLS

- MS office programs (Excel, Word, PowerPoint, and Outlook).
- Dynamic dashboards using MS Excel Pivot Tables.
- Managing large datasets using MS Excel VLOOKUP formula
- Analytics
- Leadership
- Time management
- Team worker
- Problem Solver

LANGUAGES

- Arabic: Native.
- English: Fluent.