

Dana Al-Ghamdi

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[0500263704]

Administrative Officer with expertise in data analysis to support decision-making and enhance operations. Skilled in reporting and using data to drive efficiency and performance.

Education

Imam Abdulrahman Bin Faisal University

Oct 2018 - Jan 2022

Management Information Systems - GPA: 4.24

Work Experience

Administrative Officer – Transportation Department

Sep 2022 - Present

SRACO

Analyze departmental data (GPS, vehicle usage, operations) to support planning and decision-making and manage vehicle documentation via government platforms.

Administrator

Mar 2022 - Sep 2022

SRACO

Acted as a liaison between project sites and head office. Managed transportation schedules and supported department coordination.

Data Analyst Intern

May 2021 - Jul 2021

Brain Language - KFUPM

Analyzed and organized database records. Created weekly team presentations and performance summaries.

Core Skills

Microsoft Excel (Advanced), Data analysis and reporting, Government platforms and procedures, Vehicle insurance processes, Database management

Certificates

Introduction to the Fundamentals of Insurance - The Financial Academy & Doroob, 2024

Business Analysis Foundations: Planning - LinkedIn