

Shahad Alowais

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I am a recent graduate with a bachelor degree in Management Information Systems, passionate about programming and data analysis. Proficient in JavaScript, HTML, CSS, SQL, Power BI, and Google Analytics, I specialize in extracting insights to help organizations improve performance and quality. With a solid understanding of systems analysis and design, I am eager to develop creative solutions. experienced in Microsoft Office, including PowerPoint, Excel, and Word. Excited to start my data-driven and programming career, I am ready to contribute positively to organizations and make meaningful impacts.

EXPERIENCE

Saudi Aramco (6 months)

Trainee | Cooperative Training

- Managed employee files and data by developing renewal and settlement agreement plans.
- Communicated effectively with employees via email and direct calls.
- Attended meetings contributing to company objectives and strategic plans.
- Prepared and submitted weekly reports to the manager, discussing task progress and completion.
- Digitized and maintained employee records in the system.
- Created and processed employee agreements through the company's system.
- Generated and submitted government-related company reports.
- Identified and proposed solutions for employee concerns.

Al Ahsa Chamber – Eastern Province (3 months)

Trainee | Cooperative Training

- Identified and resolved application errors to improve system performance.

EDUCATION

Bachelor 's degree in Management Information Systems

At King Faisal University (2019-2024)

- Graduationproject: Create an application that connects restaurants and low-income families, as some restaurants add their excess meals in the application for one of the beneficiaries to request them and go to receive them directly.
- Acquired proficiency in database management system ,using SQL .
- Developed expertisein web Development Technologies such as HTML,CSS,PHP and JavaScript.

SKILLS

Soft skills

- Problem-solving
- Teamwork
- Time Management
- Attention to detail
- Communication skills
- Continuous Learning
- Research skills

Technical skills

- Microsoft Office
(Excel,Word,Powerpoint)
- Programming and Analysis using:
- PHP
- PYTHON
- JAVA SCRIPT
- HTML
- CSS

LANGUAGES

- Arabic

- English

RECOMMENDATION LETTER

Whom It May Concern,

Miss Shahad Ashraf Alowais, Badge# 837294, Gov. ID. 1114429390 was working at Saudi Aramco, Home Ownership Division (HOD)/ Personnel department as a Co-op trainee from September 2nd, 2024 to February 27th, 2025.

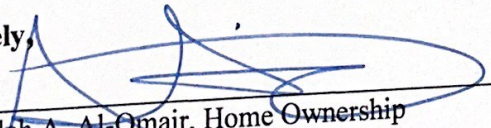
She was assigned to several tasks including but not limited to: extending home loan expired agreements, preparing weekly reports for the Home Ownership Manager in Microsoft programs like Excel and Power BI, following up with customers via emails and telephone calls on daily basis, reviewing houses' designs and ensuring they meet Saudi Aramco Standards and requirements, managing home loan applications in SAP and has delivered safety talks.

During her training at HOD, we found her punctual and highly motivated with exceptional capabilities. Moreover, she was a great team member with strong communication skills. Also, she is self-confident, assertive, and always comes up with ways and suggestions to enhance the work processes. Shahad has submitted innovative ideas to improve HOD operations. She was adaptable working with challenging and heavy work environment.

I would personally recommend Shahad for any Management Information Systems position. I do have the confidence that she would excel in any MIS related job. She is certainly going to be a valuable asset to any organization she joins.

This letter is to value her contribution with the team during the training period. If you have further questions regarding her background, please do not hesitate to contact me.

Sincerely,



Abdullah A. Al-Omair, Home Ownership
Mubarratz Unit Supervisor

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