

# Abdullah Mohammed Al-Fayfi

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## PROFESSIONAL TITLE

MIS Analyst | Administrative & Business Intelligence Focus

## PROFESSIONAL SUMMARY

MIS Analyst with in business intelligence, data analysis, and administrative operations. transforming raw data into actionable insights using Excel, Power BI, and SQL. Skilled in process improvement, reporting automation, and supporting data-driven decision-making. Demonstrated ability to streamline reporting workflows and enhance data visibility.

## EDUCATION

**Bachelor of Management Information Systems** – King Khalid University

## CORE COMPETENCIES

- **Administrative & Operations:**  
Process improvement, reporting, documentation, workflow coordination.
- **Business Intelligence:**  
KPI tracking, dashboard development, data visualization, insights generation
- **Technical:** Advanced Excel (Pivot Tables, dashboards, data cleaning), Power BI (DAX, reports)
- **Data Tools:** SQL (joins, queries, reporting), Python (pandas for data cleaning & analysis)
- **Soft Skills:** Communication, problem-solving, stakeholder collaboration

## PROJECTS

### Sales Performance Dashboard (Power BI)

Developed an interactive dashboard to analyze monthly sales, product performance, and regional trends. Automated KPI tracking using DAX measures, reducing manual reporting effort and improving decision-making speed.

**Student Records Database (SQL)** — Designed normalized schema; wrote queries and views for attendance and grade summaries.

## COURSES

**Data & BI:** Power BI, SQL, Data Analysis, Python

**Management:** Project Management, Agile, Scrum

## LANGUAGES

Arabic: Native

English: Intermediate (Technical & Professional)