

Turkiah Alharthi

ECBA-Certified

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Summary Profile

ECBA-certified MIS graduate with strong foundations in business analysis and process improvement. Gained hands-on experience at Saudi Aramco, where I developed Power BI dashboards and automated HR workflows. Skilled in data analysis, SQL, Python, and front-end technologies. Passionate about transforming data into actionable insights.

Experience

MIS Trainee, Saudi Aramco, HR Support Group	01/2025 – 05/2025 Al Dhahran, Saudi Arabia
- Developed advanced Excel trackers to monitor recruitment status, onboarding progress, and separation data across multiple admin areas. - Built and maintained interactive Power BI dashboards to visualize hiring KPIs and requisition performance for HR leads. - Automated email follow-up reminders using Outlook VBA macros to ensure timely report submissions and enhance workflow efficiency. - Created and managed a SharePoint site to centralize HR data, reports, and dashboards, improving collaboration and document access. - Supported strategic decision-making by transforming raw data into actionable insights using Power Query, DAX, and Excel formulas. - Presented tailored HR data solutions—including Excel trackers, dashboards, and SharePoint tools—during a business line-wide meeting, refined tools based on their feedback to improve usability and impact.	
Head of MIS Committee, Imam Abdulrahman bin Faisal University	01/2024 – 04/2024 Dammam, Saudi Arabia
- Led planning and execution of academic events and initiatives representing the MIS department. - Supervised team structure, assigned roles, and coordinated with external speakers and sponsors. - Delivered reports and insights to faculty and the student council on committee activities.	
Member of execution Team, Imam Abdulrahman bin Faisal University	08/2023 – 01/2024 Dammam, Saudi Arabia
- Supported logistics and hosted events under the MIS Committee. - Collaborated with cross-functional teams to execute student-led academic and technical programs.	

Education

Bachelor's degree in Management Information Systems, <i>College of Business Administration (CBA), Imam Abdulrahman Bin Faisal University (IAU)</i> GPA: 4.91 - First Class Honors	08/2020 – 05/2025 Dammam, Saudi Arabia
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Skills

- Data visualization & Reporting - Project Management - Data Analysis - Dashboards building	- Familiar with Python, SQL, HTML, CSS and JavaScript programming languages - Microsoft Office - Business Intelligence	- Power BI - Business Analysis - Sharepoint page
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Professional Skills

- Highly organized and committed, attention to details and accuracy, quality assurance, and flexible with the ability to prioritize and work effectively on multiple tasks.
- Excellent analytical, problem-solving, and research skills.
- Excellent communication skills, strong professional work ethic, and a team player mentality.

Certificates

- Entry Certificate In Business Analysis (ECBA) - International Institute of Business Analysis (IIBA) - Intermediate SQL - Datacamp	SIX sigma white belt - The Council for Six Sigma Certification	Cyber Security boot camp - National Cybersecurity Authority
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Language Competences

Arabic	English
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