

Omar Alrasheed

Management information system

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PROFESSIONAL SUMMARY

MIS fresh graduate with practical experience in ERP systems, Robotic Process Automation (RPA), data analysis, and business process improvement. Completed a full 6-month Co-op at SABIC working across ERP modules and automation teams. Graduate of the SAP Young Professionals Program (YPP) with certification in SAP Analytics Cloud (SAC) and hands-on exposure to SAP CPI.

Strong analytical mindset, fast learner, and motivated to contribute to digital transformation, business systems, and data-driven roles across various industries.

EDUCATION

Bachelor in Management Information System

Imam Abdulrahman University

2020/08 – 2025/05

Dammam, Saudi Arabia

PROFESSIONAL EXPERIENCE

Corporate Support Specialist

Aljomaih&Shell

2025/10 – Present | Riyadh,Saudi Arabia

- Acted as the main link between Sales and Logistics to ensure accurate and timely order processing.
- Received, validated, and processed sales orders, confirming product availability, delivery requirements, and documentation completeness.
- Coordinated daily with logistics to schedule deliveries, resolve stock or scheduling issues, and track shipment status.
- Followed up on delivery progress, updated sales teams with real-time information, and ensured smooth communication between departments.
- Maintained accurate records, prepared daily status reports, and supported continuous improvement of internal processes and workflows.

Co-Op Trainee (ERP & Technology Enablement)

SABIC

2025/01 – 2025/06 | Jubail,Saudi Arabia

Worked under two core departments: ERP and Technology Enablement, gaining exposure to enterprise systems, automation, and business operations.

ERP Department

- Rotation across Basis, Authorization, FICO, and HR modules.
- Supported SAP system operations, ticket handling, and basic troubleshooting.
- Assisted in validating configurations and ensuring data consistency across modules.
- Contributed to improving workflows and documenting system steps for internal use.

Technology Enablement (RPA)

- Built and supported Robotic Process Automation (RPA) workflows to automate repetitive business tasks.
- Identified automation opportunities through process study and stakeholder discussions.
- Helped reduce manual work and improve cycle time using digital tools and automation scripts.
- Participated in testing, documentation, and deployment of automated processes.

TRAINING & PROFESSIONAL CERTIFICATIONS

SAP Young Professionals Program (YPP) – SAP — A highly selective full-time SAP development program covering both technical and business skills. | Key learning and certifications: | • **SAP Analytics Cloud (SAC) – Certified Associate:** | Story design, dashboards, filters, calculations, planning models | Data modeling, data connectivity, and data security | • **SAP Cloud Platform Integration (CPI):** | Advanced communication, team skills, and interview techniques • **RPA Essentials Developer- Automation Anywhere** — | Hands-on development of automation workflows | Understanding of process mapping and optimization | Exposure to automation best practices and tools

SKILLS

SAC SAP	Data Analysis
Database Management	Business Analysis
SQL	Microsoft office
CPI SAP	API

LANGUAGES

• Arabic • English