Shouq Saeed

📞 0551428830   ✉ shooog700@hotmail.com   in Shouq Saeed

Services Specialist with hands-on experience in the Operations and Maintenance Department at Arab Open University. Skilled in data analysis, report preparation, and dashboard creation using Excel and Power BI. Proven ability to streamline processes, present data insights effectively, and support departmental operations through organized reporting and follow-up. Holds a certification in Excel, with strong capabilities in handling large datasets and developing tools to improve decision-making and efficiency.

EDUCATION

Taif University o Bachelor's Degree in Management Information Systems | 2022 GPA: 3,60 Out 4 Second Class Honours

o Diploma in Finance and Investment
GPA: 3.72

EXPERIENCE

Services Specialist (Tamheer)   Feb - April 2025
Arab Open University

- Created and maintained detailed Excel reports for contracting companies, ensuring data accuracy and up-to-date records.

- Prepared financial claims and tracked payment processes in alignment with contractual terms.

- Managed purchase orders for supplies and services, ensuring timely delivery and proper documentation.

- Documented and followed up on periodic meeting minutes and action items with management.

- Oversaw fingerprint attendance tracking and generated monthly reports for workforce monitoring.

- Archived and organized physical and digital files in accordance with university standards.

- Acted as the primary point of contact with contracting companies, addressing inquiries and resolving issues promptly.

- Contributed to the development and optimization of operations and maintenance models.

- Participated in improving internal procedures and systems to enhance departmental efficiency.

Adminestrative Assistant (COOP training)   June - December 2022
Ministry of Education

o Assisted in daily administrative tasks, including filing, scheduling, and correspondence. o Prepared and drafted reports based on data analysis and departmental needs. o Utilized Excel for data entry, spreadsheet management, and creating visual data representations.

CERTIFICATION

Microsoft Certified: Power BI Date Analyst Associate   2024

SKILLS

- o Power BI.
- o Data Analysis.
- o SQL.
- o Microsoft Office.
- o Technological Skills.
- o Decision Making.
- o Problem Solving.
- o Teamwork and Negotiation.

COURSES

- o Cybersecurity Course.
- o Financial Intelligence Course.
- o Report Preparation and Writing Skills Course.
- o Human Resource Management Skills and Basics Course.
- o Management Excellence and Effective Leadership Course.
- o Electronic File Course.
- o Infographic Course.

LANGUAGES

- o Arabic - English.