

# Maha Alnahil

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## EDUCATION

**Princess Nourah Bint Abdulrahman University**  
Diploma Degree in English Language

**Riyadh,Saudi Arabia**  
2015-2017

## WORK EXPERIENCE

### **Masdar for building materials**

Reporting (Excel+ SAP)

Gathering, validating and documenting business requirements.

Defining business requirements and reporting them back to stakeholders.

Performing requirements analysis.

**Jan 2020-present**  
Business analyst

### **ANMAR IT Tech. & Trading CO.**

Data Analysis(Excel,SQL).

Employee Training.

Quality Management. Making reports.

working with (ServiceNow) System.

**Jul 2018 – Jul 2019**  
Administrator

### **Globus Logistics.**

Working with Excel.

**Jan – Jul 2018**  
Call Center

### **Saudi Data Community**

Social Media management.

Organizer.

**Apr-Aug 2019**  
Volunteer

### **Misk General Assembly;**

Data Analytics Course (Excel,SQL)

**Jan 2019**

### **Misk Udacity;**

Programming for Data Science (SQL,Python)

**STC Academy**  
October 2019

### **LinkedIn Courses; Online**

Become a Business Analyst

Jun 2020

## ADDITIONAL SKILLS

Problem-Solving

Observation

Productivity & organization

Attention to detail

Customer Relationship Management (CRM)

Expert in Microsoft Office, with a focus on Excel