

NAWAL JA RAH

Data Analyst & Manage System's

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City : Riyadh
Nationalit :Saudi

EDUCATION

Bachelor's degree of information technology-network and communication system from princess Noura university 2018- 2019

CERTIFICATE

- Professional Accreditation From **SCE - Specialist Computer Science**

TECHNICAL

- Programming skills:
 - problem definition -problem analysis -Algorithm analysis -Testing
 - Maintenance
- Good at using office programs (word ,Excel.etc..)

GRADUATION PROJECT

project is stimulated by MATHEMATICA11 program , security software.

SKILLS

- Strong knowledge on Data Centric development
- Ability to research and analyze data effectively
- Reliable, flexible and hardworking.
- Work as a team and give full support.
- communication.

COURSES

Tableau & Data visualization | 21 Feb 2022
Business Objects business intelligence platform |18 Nov 2021
Saudi IOT:Smart wearable electronic devices for IOT application|13 to15 feb 2019.
Saudi IOT:Make your IOT applicion smarter with watson|13 to15 feb 2019.
Udemy:How monitor&Intercept Transmitted data|20 jan 2019.
Oracle academy:course completion of database foundations I 30 April ,2018.
Saudi aramco : certificate of attendance | 11 feb,2016.

Work Experience

HRIS & Human Capital Analysis Specialist at Najm Dec 2022 - until Now

Ad ministrating SAP-SF
Review and Approve new SAP-SF Function
Manage SAP-SF Database
Manage the Troubleshooting and Technical Support of HRIS
Generate and Modify System's Report
Manage the Relation with IT and Vendor
Manage Data Migration and Systems Integration with IT and Vendor
Managing Audit Requirements - HRIS
Managing User's Presmission in SAP-SF

HR Data analyst and system at AL safi danone Sept 2019 - Dec 2022

- Data Analyst**
 - Prepare monthly HR KPI Dashboard through business intelligence tools in order to help the management take informed decisions.
 - Ensure that all HR reports are prepared timely and accurately and meet the company and department requirements, standards, policies and procedures.
 - Created all data visualizations & analyzes system's.
- HR System**
 - Created user guides maintain system documentation.
 - Created workflow to all new services that are included in the system or services .
 - Provide support for all user.
 - Escalate highly complex issues and liaise with vendor through Resolution.
 - Testing all new enhancement in the system .
 - Digital transformation.
 - Make regular Training session for the employee
- SAP System**
 - Develop and maintain records retention process which includes managing active and inactive employee files and support for storage of records.
 - SAP HR Transaction Tcode (PA30 , PO13 , PA40 ,PA20 , PA10 , S_PH0_48000513
 - Ad Hoc Query

IT Help Desk Training at Insurance House Co Jun 2019 -Aug 2019

- Responsible in configuring and maintaining the networked computer system, including hardware, system software.
- Responsible in ensuring data is stored securely and backed up regularly.
- Responsible in installing and configuring software and hardware.
- Responsible in Providing technical support when requested.
- Responsible for setting up new user and giving them access to the intranet.

Cooperative Training

- completed Training at Al Yamamah Hospital In the e-health department.