

RAHAF ALMALKI

Project Coordinator and Systems Analyst

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Objective

Aspiring Project Coordinator with a strong foundation in Computer Information Systems, experienced in system analysis, data-driven decision-making, and process optimization. Passionate about coordinating projects, managing stakeholders, and ensuring seamless execution to achieve organizational goals.

Experience

CO-OP Web Developer | Document and Archive Centre | Jun 2024 – Aug 2024

- Contributed to a digital transformation project, automating document management.
- Worked in an Agile/Scrum team to develop a web platform for client transactions.
- Assisted in sprint planning, task management, and stakeholder collaboration.
- Designed and optimized the UI/UX for a seamless user experience.

Volunteer at Google Developer Student Club | Aug 2021 – Jun 2023

- Wrote and published tech-focused articles in the university magazine and Ataa platform.
 - Contributed to the Development and Publications units, enhancing communication and research skills.
 - Collaborated with a team to create informative content and promote tech awareness.
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Education

Bachelor of Computer Information Systems

Imam Abdulrahman Bin Faisal University | 2019 – 2024.

Key Achievement

Semi-Finalist in Consulting Championships

- Achieved semi-finalist status at the Aramco Consultant Championships, demonstrating strong skills and strategic expertise, and ranked in the Top 15 out of 900+ participants. Additionally, I was provided with a mentorship program by Pure Consulting, Aramco, Strategic Gears, and KPMG to enhance my consulting knowledge.
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Certification

- Data Fundamentals - IBM | Nov 2024
 - Consulting Championships Top 15 - ARAMCO | KPMG | Strategic Gears | Pure Consulting | Dec 2024
 - Youth Voice Program - Debate Certification - Misk Community | Dec 2024
 - Working in Digital World: Professional Skills - IBM | Dec 2024
 - Project Management Fundamentals - IBM | Jan 2025
 - User Experience (UX) Design Fundamentals - IBM | Jan 2025
 - Professional Project Management (PMP) – KFUPM | Jan 2025
 - Foundational Consulting Skills – Mustashar Accelerator | Feb 2025
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Courses and Training

- Project Based Learning Programme in Data Analysis – Bootcamp | IBM & STC | Oct – Dec 2024.
 - Consulting Mentorship Program | Aramco & Pure Consulting | Nov – Dec 2024.
 - Market Research Program | Aramco | Nov 2024.
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Skills

- **Technical Skills:** Web Development, UX/UI Design, Data Analysis and Visualization, System Analysis and Design, Database Management, Agile Methodology, Stakeholder Management, Client's Requirements.
- **Personal Skills:** Effective Communication, Full Commitment to Punctuality, Problem-Solving, Attention to Detail, Team Collaboration, Enthusiasm and Self-Motivation.
- **Languages:** Arabic – Native, English – Fluent.