

Arwa Abduljalil Al-Awawdeh

Finance & Business Analytics Graduate (GPA 4.0/4.0)

✉ alawawdeharwa85@gmail.com

☎ +974 5060 5674

📍 Doha, Qatar

🌐 [linkedin.com/in/arwa-alawawdeh-43250620a](https://www.linkedin.com/in/arwa-alawawdeh-43250620a)

🇯🇴 Jordanian (Resident in Qatar)

Professional Summary

Ambitious Finance and Business Analytics graduate (GPA 4.0) from Qatar University with strong analytical and financial skills, and over eight years of experience at Qatar News Agency in administrative coordination and preparing administrative reports. Passionate about applying data-driven insights in finance and investment fields to support strategic growth within leading Qatari institutions.

Professional Experience

Editorial Management & Media Monitoring Coordinator

2017 – 2025

Qatar News Agency

Doha, Qatar

- Coordinate administrative operations across multiple departments, ensuring efficient workflow and clear communication.
- Prepare official correspondence and administrative reports for internal and external stakeholders with accuracy and professionalism.
- Oversee communication programs, attendance tracking, and internal documentation processes to enhance organizational efficiency and accountability.

KG Teacher

2016 – 2017

Sheikh Eid Charity Association

Doha, Qatar

- Delivered early childhood education programs and supervised classroom activities.
- Supported children's learning through interactive methods encouraging creativity and engagement.

Skills

Power BI, Tableau, Excel, SQL, Python,
Financial Analysis, Forecasting, Data-Driven
Decision Making, Communication, Teamwork,
Time Management, Leadership.

Academic Project

Hamad Port Capacity Utilization Analysis – Mwanani Qatar

Applied business analytics and financial analysis techniques to develop strategies aimed at increasing the port's operational capacity and efficiency.

Awards

Vice President's List

Qatar University (2022- 2025)

Dean's List

Qatar University (2022- 2025)

Outstanding Performance Scholarship

Qatar University (2022- 2025)

Beta Gamma Sigma International Honor Society

Inducted Member - Qatar University (2024)

Dean's List

Lusail University (2020- 2021)

Education

Bachelor of Science in Finance and Business Analytics

Qatar University

2022 – 2025

Doha, Qatar

Bachelor of Business Administration—Transferred to Qatar University

Lusail University

2020 – 2021

Doha, Qatar

Internship Experience

Field Training – Qatar Stock Exchange (2024)

Completed an internship across three main departments:

- Finance Department
- Marketing Department
- Human Resources Department

Languages

Arabic — Native

English — Intermediate

References available upon request