

Amira Alomar

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GitHub Portfolio:

<https://github.com/amira-alomar/data-analysis-portfolio>

Power BI HR Dashboards:

[Google Drive Portfolio Link](#)

Professional Summary

Data Analyst with a background in Computer Science and over three years of professional experience in data management, validation, reporting, and operational support across educational and non-profit organizations.

Experienced in transforming structured and unstructured data into analytical reports and performance dashboards that support decision-making and operational improvement. Strong focus on data accuracy, consistency, confidentiality, and structured reporting.

Skilled in Excel (advanced), SQL, Power BI, and Python for data cleaning, transformation, and visualization.

Work Experience

Data Operations & Reporting Coordinator

Minicodeleader — Remote

July 2025 – September 2025

- Verified and updated student data across multiple digital systems and CRM platforms.
 - Ensured data consistency and integrity between databases.
 - Prepared attendance and performance reports for management.
 - Supported enrollment tracking and operational monitoring.
 - Resolved data discrepancies and improved reporting accuracy.
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Data Management & Reporting Specialist

Talent Beyond Boundaries (via DOT Lebanon) — Remote
Jan 2025 – Jan 2026

- Performed structured data entry, validation, and quality control under the RDPP initiative.
 - Ensured alignment between internal forms and centralized databases.
 - Generated weekly and monthly performance reports.
 - Supported supervisors with structured data analysis for operational tracking.
 - Maintained strict confidentiality standards when handling sensitive data.
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Data Management Assistant

Caritas Lebanon — Tripoli, Lebanon
September 2024 – March 2025

- Updated and maintained student and program records.
 - Supported reporting processes through accurate documentation.
 - Assisted in tracking academic performance and attendance data.
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Data Management Assistant

Life Sculpture — Lebanon
December 2024 – June 2025

- Entered and maintained community and student records using digital systems.
 - Supported administrative reporting and structured documentation processes.
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Virtual Assistant – Data Research & Reporting

Upgrade Your Game — Beirut (Online)
April 2025 – June 2025

- Conducted structured research and data collection using AI-powered tools.
- Analyzed datasets and created visual reports and dashboards.
- Organized and summarized information for decision-support purposes.
- Applied modern digital tools to enhance reporting clarity and data presentation.

Data Analytics Projects

HR Workforce Analytics Dashboard – Power BI

- Workforce distribution by department, gender, and age group.
- Turnover rate calculation and analysis.
- Absenteeism tracking and leave pattern insights.
- Average tenure analysis.
- Interactive KPI dashboard for HR decision support.

Recruitment Funnel Analysis – Power BI

- Applicant tracking across recruitment stages.
- Acceptance rate calculation.
- Time-to-hire analysis.
- Identification of bottlenecks in hiring processes.

Employee Performance & Attendance Dashboard – Power BI

- Performance rating distribution.
- Department comparison analysis.
- Correlation between attendance and performance.
- Operational efficiency indicators.

Education

Bachelor of Science in Computer Science
Lebanese International University (LIU)
Graduated: 2025

Technical Skills

Microsoft Excel (Advanced)

Pivot Tables, Power Query, Data Validation, Advanced Formulas, KPI Tracking

Power BI

Data Modeling, DAX Basics, Interactive Dashboards, Performance Metrics

SQL

Joins, Filtering, Aggregation, Data Cleaning, Query Optimization

Python (Pandas)

Data Cleaning, Transformation, Exploratory Data Analysis

Digital Record Management & Reporting

CRM Systems & Database Handling

Training & Certifications

Google Data Analytics Certificate – Coursera (In Progress)

Administrative Information Management Course

Jamaet Bel El-Ilm — Homs (Online)

Completed: 2026

Data Collection & Analysis Bootcamp

Qudra Association — Turkey (Online)

Duration: 3 Months (In Progress)

AI for Social Media Impact

DOT Lebanon

Completed: 2025

Project Design & Innovation Workshop

DAFI – UNHCR

Completed: 2024

Time Management Workshop

Professional Development Program

Completed: 2024

Languages

Arabic: Native

English: Very Good