

# ASAAD SRAIEDDEIN

Data Analyst | Business Intelligence Analyst  
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A hard working and progressive data analyst with passion for Dashboards.

I am looking for an advanced level position in **Business Analysis** with the aim of developing my experience in the field.

My objective is to convert my statistical knowledge into applied practical success to better address decision-making.

## EXPERIENCE

**MAY. 2023 – FEB. 2026**

**HR – DATA ANALYST**, C.A.T. GROUP (FULL TIME)

- Developed and managed daily business intelligence dashboards to provide real-time financial insights on HR expenses and budgets, leading to more informed decision-making.
- Data influencing decision making related to compensation and benefits influencing incentives, bonuses, raises, promotions, and aligning salary scales monthly.
- Analyzed and prepared salary comparatives data to inform strategic decision-making for candidate employment daily.

**Nov. 2021 – Dec. 2023**

**DATA COLLECTION AND DATA ENTRY CLERK**, LEBANESE RED CROSS – DRR UNIT (PART TIME VOLUNTEER)

- Ensuring appropriate turnaround time on all data entry.
- Reviewing and entering data information for more than fifty people daily into the appropriate databases.
- Proactively verifying data through source documents.
- Monitoring and updating existing data when required.
- Retrieving data for team members upon request.

**JAN. 2023 (1 MONTH)**

**CONSULTANT DATA COLLECTION SPECIALIST – SHORT TERM CONTRACT**, ENCOMPASS LLC. – MEPL TEAM

- Checking inventory sheets related to the QITABI project.
- Data cleansing and developing useful data.
- Communicating with key informative people at the sites.
- Field visits and collecting qualitative and quantitative data.
- Reporting to the M&E officer.

**AUG. 2022 – Oct. 2022**

**MONITORING AND EVALUATION INTERN**, ENCOMPASS LLC. – MEPL TEAM

- Checking inventory sheets related to multiple projects.
- Data cleansing and developing useful data.
- Creating questionnaires for upcoming field visits.
- Field visits and collecting qualitative and quantitative data.
- Preparing daily data visualization reports.

**APR. 2022 – MAR. 2023**

**COMMUNITY HEALTH WORKER**, RELIEF INTERNATIONAL (PART TIME VOLUNTEER)

- D2D awareness sessions about Health topics.
- Collecting data from the community.

- Distributing supplements for children and masks for household members.
- Referring to PHCs for further immunization and health checkup for children.
- Database Management on the required system.

## EDUCATION

SEP. 2017 – Nov. 2022

**BACHELOR'S DEGREE IN STATISTICS, LEBANESE UNIVERSITY – FACULTY OF SCIENCES**

SEP. 2016 – JULY. 2017

**BACCALAUREATE IN GENERAL SCIENCES, MAJDELBAANA OFFICIAL SECONDARY SCHOOL**

## CERTIFICATES

SEPTEMBER. 2025

**CERTIFICATE IN ADVANCED DATA ANALYSIS, INFORMA CONNECT ACADEMY**

MAY. 2025

**IIBA ENTRY CERTIFICATE IN BUSINESS ANALYSIS (ECBA), THE KNOWLEDGE ACADEMY**

OCT. 2024

**DATA ANALYTICS WITH R, SIMPLI LEARN**

SEPT. 2024

**TABLEAU DESKTOP SPECIALIST CERTIFICATION TRAINING, SIMPLI LEARN**

AUG. 2024

**PROGRAMMING BASICS AND DATA ANALYTICS WITH PYTHON, SIMPLI LEARN**

JULY. 2024

**SQL CERTIFICATION COURSE, SIMPLI LEARN**

JUNE. 2024

**BUSINESS ANALYTICS WITH EXCEL, SIMPLI LEARN**

AUG. 2023 – SEP. 2023

**PL-300T00 - MICROSOFT POWER BI DATA ANALYST, FORMATECH**

SEP. 2022 – MAR. 2023,

**GOOGLE DATA ANALYTICS, COURSERA – AMIDEAST SCHOLARSHIP**

SEP. 2022 – OCT. 2022

**COMPLETE INTRODUCTION MICROSOFT POWER BI [EDITION 2022], UDEMY**

MAY. 2022 – JUNE. 2022

**CAREER GROWTH LEARNING CERTIFICATE, NAWAYA NETWORK – EMPLOYMENT HUB PROGRAM**

## SKILLS

### TECHNICAL SKILLS:

- Facilitation of workshops and work process.

### SOFT SKILLS:

- Decision making.
- Quantitative analysis.
- Statistical modelling.
- Financial mathematics.
- Change management.
- Collaboration.
- Communication.
- Research.
- Problem-Solving.
- Adaptability.
- Attention to details.

### COMPUTER SKILLS:

- Microsoft office (Word, Excel, PowerPoint, outlook).
- Microsoft Power BI.
- Tableau.
- SQL.

### LANGUAGES:

- Arabic (Native): read, write, and speak.
- English (Advanced): read, write, and speak.

## EXTRACURRICULAR ACTIVITIES

### **AUG. 2025 – PRESENT**

#### **REPORTING COORDINATOR, LEBANESE RED CROSS – YOUTH SECTOR**

- Managed and directed the Reporting Committee's operations, ensuring all activities were aligned with and supported broader sector-wide strategies.
- Implemented and oversaw the data lifecycle, from collection and cleaning to advanced analysis and visualization, using key tools like Microsoft Excel and Google Sheets to produce actionable insights.
- Authored and finalized a range of comprehensive reports on committee activities and recruitment status, guaranteeing consistency and adherence to all organizational standards and templates.
- Identified and addressed skill gaps, designing and delivering targeted training sessions and materials to enhance team members' data reporting and management proficiencies.
- Established and maintained rigorous quality assurance protocols, conducting regular audits and reviews to ensure the accuracy, consistency, and integrity of all reported data.

### **SEPT. 2017 – PRESENT**

#### **VOLUNTEER, LEBANESE RED CROSS – YOUTH SECTOR**

The Youth Sector highlights the importance of youth's efforts and activities as they constitute an important group of volunteers providing support for people in need.

As volunteers, we work on three programs: Humanitarian values and principles, Environment, and Youth and health. In addition to some community service activities.

- Preparation and implementation of awareness sessions related to "Youth & Health" program to participants of a specific age range.
- Assist the PR Officer in meetings with KIPs and take decisions on the center's activities.
- Assist in delivering the logistics needed for training and activities done.
- Assisting the Reporting Coordinator in needed tasks all over Lebanon centers.