



## ZAIN ALQATTAN

*An analytical and diligent business analyst who can come up with innovative business solutions to meet the strategic and operational requirements.*

Manama, Bahrain  
+973 34416666  
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### Interpersonal & Professional Skills

Diligent

Self-motivated

Work Ethics

Analytical Thinker

Data Analysis & Research

Excel

Visio

Financial Planning & Modeling

Power BI

### Languages

English - Bilingual  
Arabic - Bilingual  
French - Conversational

## Work experience

Mar 2021 - Present

### Officer - Business Support

Commercial & Marketing Division at Bahrain Airport Company

#### Dashboards

- Develop monthly dashboard, analyze data and create insightful reports for senior management.
- Track key performance indicators (KPIs), identify trends and monitor company initiatives.

#### Commercial Contracts

- Draft commercial conditions of contracts, ensure accuracy and close loopholes.
- Assist in the negotiation of new commercial agreements.

#### Financial Modeling

- Assist in preparing financial reports and models for senior management.
- Review and analyze concessionaires, tenants, and lease holders' financial reports and verify against concessions and leases financial terms and revenue sharing schemes.
- Create forecasts of future business conditions using multiple scenarios.
- Review and analyze subsidiary financial reports and performance.
- Evaluate and conduct feasibility studies and sensitivity analysis for new projects.

Direct reporting line to Chief Commercial Officer.

*In addition to previous responsibilities.*

Dec 2018 - Feb 2021

### Graduate Trainee - Business Support

Commercial & Marketing Division at Bahrain Airport Company

#### Tendering

- Prepare Request for Proposal (RFP).
- Assess and evaluate bidders' submissions.
- Proficient level of understanding of Bahrain Tender Board (BTB) Laws.
- Review commercial conditions of contracts.

#### Standard Operating Procedures (SOP) and Business Process Maps

- Develop and improve SOPs for business activities.
- Identify and analyze core business processes and workflows.
- Mapping new processes and improving existing processes based on business requirements.
- Documentation of detailed process maps and identifying pitfalls.

#### Operational Concept (OC)

- Develop OCs that contain a conceptual view of various business activities.

#### Business Models

- Developing skills on building, designing and reviewing business models.
- Reviewing financial models.
- Assist in preparation of budget.

#### Business Development

- Identifying business opportunities.
- Identifying business drivers by managing stakeholders' relations.
- Prepare and business proposals for prospective clients.

## Education

Present

### Financial Modeling & Valuation Analyst (FMVA)

Corporate Finance Institute (CFI)

Sep 2014 - Oct 2018

### BSc in Banking & Finance

University of Bahrain

Minor in Accounting, GPA 3.55 - Honors Award

2014

### IB Diploma

Modern Knowledge Schools

GPA 3.41 - Honors Award

## Course Work

- Airport Concession Management - July 2020
- Airport Non-Aeronautical Revenues - June 2020
- Introduction to Airport Business - August 2019
- Tradequest Financial Simulation Program (1st Place Award) - April 2018