

Full Name: Jood Mohammed Eisa Al-Mukhtar

Phone: 0533123055

Email: jood2003m@gmail.com

Location: Dammam, Saudi Arabia

Objective

Seeking a position in the field of Business Administration to utilize my management skills, enhance my experience, and make a meaningful contribution to the company

Education

Diploma in Business Administration

Learning Academy for Vocational & Technical Training – Dammam, Saudi Arabia

Graduation Year: 2024

GPA: 4.98 / 5 – Excellent

Professional Experience

Intern – Cooperative Training Program

Eastern Province Municipality – Dammam, Saudi Arabia

(Duration: 3 Months (2025

- .Trained in data entry using various software systems
 - .Organized and monitored archives; converted physical files to digital formats
 - .Drafted official reports and formal letters
 - .Contributed to improving daily administrative workflow
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Training & Certifications

Certificate of Advanced Artificial Intelligence Concepts and Applications – Offered by •
the Saudi Data and Artificial Intelligence Authority (SDAIA) in collaboration with the
.Samai Initiative

Skills

- Communication Skills •
 - Teamwork •
 - Computer Skills & Microsoft Office •
 - Time Management •
 - Data Entry •
 - Problem Solving •
 - Creativity & Organization •
 - Leadership & Management •
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Languages

- Arabic: Native •
- English: Excellent •
- Turkish: Very Good •