

Raed Ali Alghamdi

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OBJECTIVE

Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals and maintain a full-time position that offers professional challenges.

EDUCATION

Imam Abdulrahman Bin Faisal University, Dammam

- Bachelor of Business Administration
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EXPERIENCE

Tamimi Commercial & Maintenance Company

- **Administrator, Oil & Gas Department– (2022 Until Now)**
- Coordinating The Sales Team By Managing Schedule.
- Filing Important Document And Communication Relevant Information.

Yellow Meal Establishment, Repeat Coffee Shop, Khobar

- Cashier – (10/2021 - 12/2021)

Water And Power Projects Contracting Company

- HR Coordinator - (03/2021 – 09/2021)

Eastern Province Amana

- **Administrative Assistant (Coop Training) – (02/2019 - 05/2019)**
 - Assistance In All Aspects Of Administrative Organization.
 - Entering Data, Schedule And Coordinate Meetings, Interviews, Events And Other Similar Activities.
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COURSES

- **Microsoft Office Specialist (MOS) Training Program – For 60 Hours (03/2025)**
 - **Planning Gathering Course**
 - **Digital Marketing Course**
 - **Excellence In Business Environments Course**
 - **Leadership Essentials Course**
 - **Intro To Human Resources Function Course**
 - **Customer Service And Branding Course**
 - **Basic Work Skills Course**
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SKILLS

- **Computer Proficiency**
 - **Customer Service**
 - **Problem Solving**
 - **Ability To Work Under Pressure**
 - **Time Management**
 - **Teamwork**
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LANGUAGES

- **Arabic**
 - **English**
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REFERENCES

- **Available Upon Request.**