

FUTUN ALSHAHRANI

📍 Saudi Arabia

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OBJECTIVE

Detail-oriented and motivated professional with 1.5 years of experience in administrative support, financial management management, and project management. Holding a Diploma in Office Business Techniques , And I have a job recommendation from Saudi Aramco, seeking an Office Administrator position to apply my knowledge of office procedures, customer service, and project management to support the success of a growing organization.

EXPERIENCE

2024 JUN - 2024 DEC Saudi Aramco, Utilities and Facilities Services Department | Saudi

Arabia, Dhrahan

Business Management Trainee

- Managed and updated the weekly (LOI) reports for the admin area.
- Handled detailed inventory reporting for the Admin Area in the Utilities and Facilities Services department
- Contributed to team projects and provided administrative support for budget planning through email communication, ensuring timely updates.

2021 SEP - 2022 AUG

Dozan | Saudi Arabia, Abha

Shop Manager

- Managed all financial, human resources, and administrative functions.
- Handled monthly accounting, income tracking, inventory management, and procurement of shop supplies.
- Supervised operations, ensuring effective resource utilization and client satisfaction.

SKILLS

- Project Management Budget management
- Inventory management
- Scheduling and coordination
- Customer service skills
- MS Office
- Attention to detail
- Written and verbal communication skills
- Teamwork
- Ability to multitask and prioritize work
- Time management

LANGUAGES

- English
- Arabic

EDUCATION

2025 | Technical College, Khamis Mushait

Diploma in Office Business Techniques

GPA: 4.94

with the first honor degree

CERTIFICATES & COURSES

Harvard ManageMentor

- Business Case Development
- Crisis Management
- Business Plan Development
- Finance Essentials
- Global Collaboration
- Decision Making
- Strategic Planning and Execution
- Project Management
- Meeting Management

Saudi Aramco Certifications

- HMM Career Management
- HMM Leading People
- HMM Presentation Skills
- HMM Strategic Planning and Execution
- HMM Decision Making
- NORM for Workers