

Professional Summary

I AM NAIF SHUJAA ALMASIDI, A GRADUATE OF TAIBAH UNIVERSITY WITH A BACHELOR'S DEGREE IN ADMINISTRATIVE SCIENCES, MAJORING IN BUSINESS ADMINISTRATION. I AM PASSIONATE ABOUT SELF-DEVELOPMENT AND CONTINUOUS LEARNING. I STRIVE TO GAIN QUALIFICATIONS, EXPERIENCE, AND PROFESSIONAL CERTIFICATES. I ALSO HAVE CERTIFICATES OF APPRECIATION AND TRAINING IN VARIOUS PROFESSIONAL AND EDUCATIONAL FIELDS. ADDITIONALLY, I AM PROFICIENT .IN USING COMPUTER AND OFFICE PROGRAMS (EXCEL, POWERPOINT, WORD)

Professional Experience

CASHIER – KAYAN PHONE FOR COMMUNICATIONS (2018–2019)
SALES REPRESENTATIVE – HAMAD MOHAMMED ALRUGAIB & SONS CO. (2023)
SALES SPECIALIST – HAMAD MOHAMMED ALRUGAIB & SONS CO. (2023 – PRESENT)
100

Education

BACHELOR OF BUSINESS ADMINISTRATION – TAIBAH UNIVERSITY

Training

COOPERATIVE TRAINING (3 MONTHS) – MINISTRY OF HUMAN RESOURCES AND SOCIAL DEVELOPMENT (HR DEPARTMENT)

Courses and Certificates

INNOVATIVE PROJECT IDEATION (RIYADAH)
BUSINESS MODEL CANVAS AND INVESTMENT OPPORTUNITY ANALYSIS FOR STARTUPS (RIYADAH) ▪
FACILITY SECURITY (DOROOB PLATFORM) ▪
READING AND COMPREHENSION SKILLS IN ARABIC AND ENGLISH (KING KHALID UNIVERSITY - ▪
DOROOB)
FIBER OPTIC TECHNOLOGY AND INTERNET SPEEDS (STC - DOROOB) ▪
FILM PRODUCTION (MBC - DOROOB) ▪
MARKETING IN THE NON-PROFIT SECTOR (MINISTRY OF HR) ▪
ADVISORY FELLOW PROGRAM (HRDF - DOROOB) ▪
ENTREPRENEURIAL GUIDANCE (SOCIAL DEVELOPMENT BANK - DOROOB) ▪
CLOUD COMPUTING SECURITY (MINISTRY OF COMMUNICATIONS - DOROOB) ▪
BASICS OF FINANCIAL ANALYSIS (RIYADAH) ▪
CONTENT MARKETING (RIYADAH) ▪
FUNDAMENTALS OF MARKETING PLANS (RIYADAH) ▪
INVENTORY AND PROCUREMENT MANAGEMENT (SUPPLY CHAIN - RIYADAH) ▪
PROCUREMENT MANAGEMENT AND DESIGN (RIYADAH) ▪
PROFESSIONAL DISCLOSURE TEST (FINANCIAL ACADEMY - DOROOB) ▪
DEVELOPING CREATIVE IMAGINATION AND INNOVATION (KING ABDULAZIZ UNIVERSITY - DOROOB) ▪
KEY SUCCESS FACTORS FOR ENTREPRENEURSHIP (HRDF - DOROOB) ▪
FUTURE SKILLS PREPARATION (SOCIAL DEVELOPMENT BANK - DOROOB) ▪
CYBERSECURITY AWARENESS (STC - DOROOB) ▪
DEVELOPMENT AND IMPACT MEASUREMENT (MINISTRY OF HR - DOROOB) ▪
WORD PROCESSING PROGRAM - WORD (HRDF - DOROOB) ▪
BUSINESS CONTINUITY AND CRISIS RECOVERY (FINANCIAL ACADEMY - DOROOB) ▪
DIGITAL MARKETING PROGRAM (MADINAH CHAMBER OF COMMERCE) ▪
OUTLOOK PROGRAM (HRDF - DOROOB) ▪
ARTIFICIAL INTELLIGENCE AND ENTREPRENEURSHIP (SOCIAL DEVELOPMENT BANK - DOROOB) ▪

Contact information

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0507230340 ☎
Madina 📍

Education

Taibah university
Bachelor of Business Administration 2025

Gulf Institute
Introductory level and first level in English
2025

Volunteer work

Volunteer with the Saudi Red Crescent
From 2025 until now

Skills

- المهارات القيادية | Leadership Skills
- القدرة على تحفيز الفريق وقيادته نحو الأهداف.
- The ability to motivate the team and lead them toward goals
- المهارات التحليلية | Analytical Skills
- تحليل البيانات وحل المشكلات بطريقة منطقية.
- Analyzing data and solving problems logically
- المهارات المالية | Financial Skills
- فهم التقارير المالية وإدارة الميزانيات والتكاليف.
- Understanding financial reports and managing budgets and costs
- مهارات التواصل | Communication Skills
- القدرة على التحدث والكتابة بوضوح والتفاوض بفعالية.
- The ability to speak and write clearly and negotiate effectively
- إدارة الوقت | Time Management
- تنظيم الوقت وترتيب الأولويات وإنجاز المهام في الوقت المناسب.
- Organizing time, setting priorities, and completing tasks on time
- التخطيط الاستراتيجي | Strategic Planning
- وضع خطط طويلة المدى لتحقيق أهداف المؤسسة.
- Creating long-term plans to achieve business goals
- فهم السوق والتسويق | Marketing and Market Understanding
- تحليل السوق واحتياجات العملاء وتصميم استراتيجيات تسويقية.
- Analyzing the market and customer needs, and designing marketing strategies
- المرونة والتكيف | Adaptability and Flexibility
- الاستجابة للتغيرات في بيئة العمل أو السوق بسرعة وفعالية.
- Responding to changes in the work environment or market quickly and effectively

Languages

- Arabic language 100%
- English language 60%