

REEM MUSLIH AL-JUHNI

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CAREER OBJECTIVE:

Seeking an opportunity that allows me to leverage my expertise in management, organizational analysis, and project management to create a positive and sustainable impact on institutional performance and enhance strategic success through innovative solutions and effective management, while contributing to process development and achieving work goals efficiently within a dynamic work environment that encourages professional growth and continuous learning.

WORK EXPERIENCES:

- **Royal Commission Hospital - Yanbu** January 2024 – July 2024
Administrative Organization Specialist
 - Analyzed job roles and meticulously updated job descriptions.
 - Prepared organizational structures and regularly updated them.
 - Coordinated restructuring processes with relevant departments accurately.
 - Developed policies and procedures manuals for all departments comprehensively.
 - Ensured adherence to administrative standards and prepared detailed periodic reports.
 - Studied workload and proposed effective and sustainable organizational improvements.
- **Extra Electronics Company** August 2022 - October 2022
Trainee – Sales and Customer Service
 - Updated customer databases and meticulously documented transactions.
 - Handled customer complaints and resolved issues quickly and professionally.
 - Welcomed customers and provided thorough technical support and information.
 - Presented products and explained their features in detail to meet customer needs.
 - Followed up on customer orders and ensured smooth and efficient sales completion.
 - Collaborated with the sales team to consistently achieve monthly performance targets.

EDUCATION:

- Bachelor of Business Administration | **Taibah University** | 2023.
- **GPA:** 4.62/5 - Excellent, Second Honors.

TRAINING COURSES:

- Data Entry and Word Processing | October 2024 - April 2025.

SKILLS:

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| - Proficient in Microsoft Office. | - Computer Literacy. |
| - Data analysis with Excel, Power BI, Tableau. | - Reporting and analyzing financials. |
| - Budgeting and financial forecasting. | - Designing professional presentations |
| - Data collection and analysis for clients and staff. | - Managing daily tasks and projects. |
| - Leadership and motivation. | - Decision making. |

LANGUAGES:

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| - Arabic. | - English. |
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