

Abdulrhman Alalmay

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PROFILE:

With foundational administrative experience as an Administrative Assistant in a family-owned business, I have developed strong teamwork and communication skills. My active involvement in university clubs, including Ejad Club, which was recognized as the top-performing club, reflects my commitment to excellence and collaboration. I am dedicated to continuous professional development and contributing to organizational success through efficiency and impactful teamwork.

EDUCATION:

- Bachelor's in Business Administration (2025)
Imam Mohammad Ibn Saud Islamic University
GPA: 4.37/ 5
- English Language Course Celt Institute, UK
Level: Pre-intermediate

PROFESSIONAL EXPERIENCE:

Administrative Assistant

August 2022 - September 2022

Family Business

- Worked as an Administrative Assistant in a family-owned company, learning basic skills in administration, such as organizing files, scheduling, supporting departmental coordination, and daily task follow-up.

VOLUNTARY ACTIVITIES:

Human Resources Member

2024-2025

Ejad Club

- Utilized Google Sheets to manage and organize data related to club activities and operations.
- Conducted personal interviews with new members to assess their skills and suitability.
- Responsible for sending and documenting contracts and acceptance letters.

Quality Management Member

2023-2025

Business Club

- Contributed to the preparation of weekly and monthly reports to monitor activity performance and evaluate outcomes.
- Developed surveys to assess member satisfaction and analyzed results to improve the quality of activities and operations.

SKILLS

- Effective Communication
- Leadership
- Time Management
- Teamwork
- Data Management (Google Sheets and Excel)
- Data Analysis (Basic)
- Planning and Organization

LANGUAGE

- Arabic
- English