

# Joud Alrutheea

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## Summary

Senior Business Administration student at Princess Nourah University with a focus on Project Management. Seeking an opportunity to apply my management knowledge and contribute to organizational success in a dynamic work environment.

## Education

**Bachelor of Business Administration**, Princess Nourah Bint Abdulrahman University, CBA”

Major: Business Administration | Minor: Project Management

## Experiences

### Volunteer | Volunteer License Program

Jan 2024 – May 2024

*Nourah Al Ataa Incubator, PNU*

- Completed 100 hours of volunteer service, obtaining a volunteer license.

### Member | Quality and Planning Committee

April 2024 – Present

*Nourah Al Ataa Club, PNU*

- Monitored and evaluated the quality of workflow across multiple committees, providing feedback and support to enhance performance.

### Effective Selling: A Practical Toolkit | Scalars

Feb 2024

- Engaged in a training camp dedicated to effective selling, focusing on business development strategies and practical insights from industry leaders.

## Courses & Certification

Training Track for Business Development and Organization, Dorooob

Sep 2024

Google Project Management Professional Certificate, Coursera

Aug 2024

Virtual Experience Program in Business Analysis, BCG/Misk

Jul 2024

Project Management in the Non-Profit Sector, Misk

Jul 2024

Microsoft Excel, Dorooob

Jun 2024

Microsoft office Modules Word, Excel, and PowerPoint, Pearson MyLab IT

Dec 2021

## Skills & Abilities

- Teamwork and Collaboration
- Problem solving
- Communication skills
- Analytical skills
- Microsoft office

## Language

• **Arabic** (native language)

• **English**