

GHADA SULIMAN ALDUGHAITHER

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Riyadh | Saudi Arabia

SUMMARY

Highly motivated Business Management graduate with a strong academic record (GPA 3.60/4) and hands-on experience in administrative assistance, project management, and procurement. Proficient in organizing and managing documentation, coordinating schedules, and ensuring seamless communication between teams and stakeholders. Skilled in time management, report writing, and advanced use of Microsoft Office tools. Adept at analyzing data to enhance operational efficiency and customer satisfaction. With Arabic and English language , with a proven ability to learn quickly and adapt to teamwork environments.

EXPERIENCE

Big Blue Diamond Company / Project and Procurement Management | JUL 2024

- Managed project timelines and procurement processes.
- Reviewed products and maintained accurate supplier records.
- Ensured timely delivery of goods and services.

ARKAL Company / Administrative Assistant | SEP 2022 – FEB 2023

- Maintain and organize project-related documentation, including contracts and permits.
- Coordinate schedules and meetings between project teams and stakeholders.
- Assist in procurement processes by managing orders and liaising with suppliers.

DRC Company / Administrative Assistant (Tamheer Program) | NOV 2020 – APR 2021

- Conducted surveys to gather customer feedback on services provided by various companies, including logistics and shipping firms.
- Collaborated on projects with entities such as the Zakat, Tax, and Customs Authority, as well as major logistics companies, ensuring actionable insights to enhance service quality.
- Analyzed collected data to produce detailed reports, providing valuable recommendations to improve customer satisfaction and operational efficiency.

EDUCATION

Bachelor, in **Business Management** | GPA 3.60 out of 4 | **Arab East Colleges** | 2021 - 2025

OTHER

Certifications & Courses:

- Administrative Courses (Supply Chain, Project Management, Computer In Office Work, Effective Leadership) | Higher Institution For Digital Transformation | 37 Days | June - August
- Total Quality Management and Performance Measurement | Arab East Colleges
- Modern Financial Management and Budget Preparation | Arab East Colleges
- Advanced Project Managemen | Arab East Colleges

Skills:

- Time Management
- Report Writing
- Adopt to Teamwork
- Microsoft Office (Word, PowerPoint, Excel)
- Rapid Learning Ability
- Organizing Skills
- **Languages: Arabic , English**