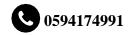
Ahmed Alramadhan

(Business Administration)





OBJECTIVE

• Business Administration student seeking an internship opportunity to apply the academic skills I have acquired in a practical environment. I have strong skills in the following areas related to my major such as financial management, administrative organizations, marketing, data analysis. I have the ability to work within a team and provide innovative solutions. I seek to expand my practical knowledge, develop my skills and provide benefit to the organization.

EDUCATION

• Bachelor of Business Administration.

(Aug 2021 - May 2025)

- Saudi Electronic University.

• Executive Secretary Diploma.

(May 2017 - Jun 2020)

- Institute of Public Administration.

EXPERIENCE

• Training in Saudi Post.

(Sept 2019 – Jun 2020)

- Tasks I have done:
- Schedule management.
- Communications management.
- Administrative support.

VOLUNTEERING

• Help and guidance for new students at the university.

(Apr 2023 – Present)

• Participate in voluntary research projects.

(Oct 2023 – Feb 2024)

SKILLS

• Technical skills:

• Soft skills:

- Data analysis tools.
- Microsoft Office Programs.
- Project management.

- Working in a team.
- Problem solving.
- Time management.