


Ahmed Alramadhan

(Business Administration)

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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:
 - Data analysis tools.
 - Microsoft Office Programs.
 - Project management.
- Soft skills:
 - Working in a team.
 - Problem solving.
 - Time management.