

RAGHAD ALAMOUDI

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ABOUT ME

I am a Business Economics student with a strong passion for learning and exploring new opportunities. I have gained various experiences, completed multiple courses, and developed a range of skills that prepare me to excel in my career. I am eager to apply my knowledge, grow professionally, and contribute to impactful projects.

CERTIFICATES

PROJECT MANAGEMENT FOR
SECURITY AND SAFETY , ENGLISH
LANGUAGE , BILINGUAL IN
COMPUTER PROGRAM , HUMAN
RESOURCES , MANAGEMENT E-
COMMERCE TIME , MANAGEMENT
IDEAL, MANAGER CRITERIA
ADMINISTRATIVE TASKS

EDUCATION

BSc in business economics, Administrative
Sciences, King Mohammed bin Saud
University, Riyadh
2020-2025

-General Secondary School Certificate, Al
Shams Private Secondary School
GPA 99%

SKILL

- . Courses in many specializations
- . Administrative skills and human resources
- . Computer skills and office programs
- . Working within a team and managing i
- . Time managemen

EXTRA CURRICULAR ACTIVITIES

- . Vision Association for Personal Capacity Enhancement
- . Enhanced my administrative and social skills as a distinguished member.
- . Completed multiple courses and participated in volunteer projects with renowned organizations.
- . Misk Association
- . Contributed as a business developer and successfully created projects.
- . Marn Information Technology Company
- . Worked in sales, telecommunication, and recruitment for three months.
- . Promoted to business developer and gained expertise in teamwork, communication, Excel, and computer skills.
- . Saudi Gymnastics Federation
- . Assisted the general manager as a direct administrative assistant for over two months.
- . Coordinated and managed accounting tasks, acquiring valuable administrative, accounting, and problem-solving skills.
- . Ambition Homeland Association
- . Volunteered in various roles, developing administrative and technical skills.
- . Saudi TV and UFM Radio
- . Represented my university through the Media Club, participating in a recitation competition.
- . Reached the finals, performed as a broadcaster, and developed communication and recitation skills.