ALHUMUD ABDULRAHMAN

CONTACT

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📍 DHAHRAN

OBJECTIVE

A detail oriented individual with a background in administration, operating systems , and analysis.
He possesses a collaborative spirit and the curiosity to learn. ambitious to tackle a challenging role in a competitive environment to utilize, and enhance his knowledge to contribute to the success of the company.

EDUCATION

Oklahoma City university (2017-18)
30 credit hours in various courses such as ; math , programming.

Saudi Electronic University (2020-23)
Bachelor of science
In business administration/**Finance**

EXPERIENCE

Management Gate (AZA TRADING) – 2022
Administrator

- Data extraction and analysis
- Establishing communication with banks , business partners
- Supervising labor and service delivery
- Logo design for a new hospitality service
- Official documentation translation
- Developing recruitment selection criteria and sourcing potential candidates .

SKILLS

- problem solving
- Attention to details
- Analysis
- Systems administration
- Data gathering and exploration
- Microsoft office
- Computer proficiency
- Python/SQL

LANGUGES/CERTIFICATES

ARABIC

ENGLISH

STEP

IELST

ITM-AI

HCIA-AI