

NAJEEBA AHMED AL-YOUSIF

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OBJECTIVE

E-commerce graduate with a strong foundation in business administration and digital systems. Experienced in logistics coordination and operational support. Passionate about applying academic knowledge in key areas such as Supply Chain, Logistics, Digital Marketing, and Procurement. Seeking a role where I can contribute to operational efficiency and digital growth.

EDUCATION

Bachelor's Degree in E-Commerce College of Administrative and Financial Sciences , Graduation year: 2025
Saudi Electronic University – Saudi Arabia

EXPERINCE

Co-op Trainee - Zamil Company - Duration: 6 months

➤ Key Responsibilities:

- Assisted the marketing team with administrative and campaign tasks
- Supported logistics and operations departments
- Coordinated with warehouses and shipping companies
- Conducted market research and prepared insight reports

Cashier - United Housewares Company (Nice) - Duration: 3 years

➤ Key Responsibilities:

- Managed daily cash transactions and register operations
- Delivered excellent customer service and handled customer inquiries
- Recorded and organized daily financial reports
- Contributed to enhancing the customer experience on the sales floor

CERTIFICATION & COURSES

- Cybersecurity Guidelines for E-Commerce -Monsha'at Academy
- Operations Management - Monsha'at Academy
- Design Thinking - Monsha'at Academy
- Product and Service Development - Monsha'at Academy
- Cost Management - Monsha'at Academy

SKILLS

- Proficient in Microsoft Excel, Word, PowerPoint
- ERP Systems: Sales
- purchase invoice entry
- inventory reporting
- Order Management Systems (OMS): Familiar with general e-commerce platforms
- Ability to work under pressure
- Effective communication
- Time management
- Organization Strong communication
- Teamwork
- Problem-solving

LANGUAGES

- Arabic : Native
 - English : Very good
 - French : Beginner
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