

Abrar abdullah mohammad

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Fresh Graduate E-commerce & Administrative Professional

Education

Bachelor's degree in e-commerce

2021-2025

Saudi Electronic University

Projects

- Designed and created an E-commerce website using HTML, applying graphic design principles to improve product presentation and ensure a clear, user-friendly interface.
- Created reports and presentations analyzing online customer behavior
- Worked with the team members throughout academic assignments (Writing reports, designing posters, presenting presentations).

Experience

**Internship Trainee, Jubail municipality, investment and privatization department
10/2025 - 12/2025**

- Digitally archived investor contracts and documents in an organized and secure manner using Microsoft Excel.
- Supported E-Procurement processes by tracking the progress of tenders and bids, ensuring alignment with governmental policies and regulations.
- Monitored user feedback to help improve the usability and overall user experience of the Fora platform (UX/UI).
- Assisted in preparing and compiling reports related to investor contracts.
- Classified investor contracts into paid and unpaid categories to support financial tracking and reporting.
- Monitored contract expiration dates and issued alerts for renewal or necessary actions.
- Followed up on contract-related payments and coordinated with the finance department when needed.

Skills & abilities

- Working within multidisciplinary teams
- Detail-oriented
- Microsoft Office package: Microsoft Excel, Word, PowerPoint

Languages

- Arabic
- English