

ZEYAD YASER AL-JUGHAIMAN

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SUMMARY

A Bachelor of Business Administration graduate from Imam Abdulrahman bin Faisal University, with diverse practical experience in the fields of training, marketing, and sales. I possess a strong foundation in business concepts and applicable skills, in addition to a rapid adaptability and enthusiasm for learning. I aim to provide added value by contributing my skills and achieving tangible results for the organization.

WORK EXPERIENCE

Intern - MI (Joint venture between Saudi Aramco, Bahri, Lampell, and Hyundai) - 06/2024 - 09/2024

- Assisted in preparing daily reports and taking notes during meetings
- Organized and maintained files and documents, and participated in inventory tasks
- Assisted staff with routine office tasks and greeted and directed visitors

Marketing Assistant - Summit Corporation for Electronic Devices - 06/2022 - 12/2022

- Participated in distributing marketing materials and assisted in organizing exhibitions and events
- Collected potential customer data and conducted simple opinion polls
- Updated the customer database and assisted in preparing promotional offers

Marketing Assistant - Arrow Al Tayyar Contracting Est - 03/2022 - 06/2022

- Assisted in preparing quotations and communicated with suppliers to obtain information
- Followed up on customer requests and assisted in preparing marketing plans
- Updated project files and participated in field visits to sites

Sales Associate - Jarir Bookstore - 02/2021 - 05/2021

- Greeted customers, provided assistance, and displayed products and explained their features
- Arranged products on shelves and assisted with payment transactions
- Handled customer inquiries and participated in inventory tasks

EDUCATION

Bachelors of Business administration - Imam Abdulrahman bin Faisal University (IAU)

COURSES AND CERTIFICATES

- | | | |
|--|------------------------------------|----------------------------|
| • Introduction into Project Management Professional (PMP) | • Project Communication Management | • Project Cost Management |
| • Digital Transformation in Saudi Arabia and Job Opportunities | • Project Procurement Management | • Project Scope Management |
| • Project Quality Management | • Project Integration Management | • Test Product and E-Store |
| • General English Course Level 1,2,3,4 (KFUPM) | • Project Schedule Management | • Cyber Security |

PROFESSIONAL SKILLS

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|-------------------------|------------------------|----------------------|--------------------|------------------|
| • Inventory Management | • Communication Skills | • Project Assistance | • Customer Service | • Report Writing |
| • Office Administration | • Risk management | • Market Research | • Sales Techniques | • Data Entry |

PERSONAL SKILLS

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|---------------------------|-------------------|----------------------|---------------------|-------------------|
| • Effective Communication | • Time Management | • Critical Thinking | • Creative Thinking | • Self-Motivation |
| • Effective Leadership | • Problem Solving | • Mental Flexibility | • Quick Adaptation | • Teamwork |

LANGUAGES

- Arabic
- English