

ABRAR SAAD ALDOSSARI

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📍 Eastern province, Dammam

EDUCATION

Bachelor's degree in Business
Administration
university Dammam - 2018

SKILLS

- Effective communication skills.
- Training and supervision abilities.
- Time management and task organization.
- Analytical thinking and problem-solving .
- proficient in Microsoft Office .
- Teamwork and collaboration.

LANGUAGES

- Arabic : Native
- English: intermediate to advance (written and spoken)

COURSES & CERTIFICATIONS

- Human Resources course .
- financial performance management course .

CAREER OBJECTIVE

As a Business Administration graduate, I aspire to build a meaningful career by turning academic knowledge into real-world achievements. I am driven by a positive mindset, attention to detail, and a proactive approach. I seek to join a team that values growth, continuous development, and creating a lasting impact.

WORK EXPERIENCE

Teacher - al-salam private schools

2019 - 2022

- Taught and trained students on basic administrative tasks.
- supervised classroom activities and supported students` personal skills development.
- contributed to developing simplified training materials to enhance students` understanding of administrative concepts.

Administrative volunteer - government school

2018

- Assisted in organizing administrative records and files .
- supported the administrative staff with the daily tasks .
- coordinated school events and activities.
- proposed organizational improvements to enhance the work environment.