

REYOUF ALQAHTANI

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PROFESSIONAL SUMMARY

Detail-oriented professional with 2+ years of administrative experience in document management, data entry, and operational reporting. Proven ability to maintain accurate records, coordinate with teams, and support decision-making processes.

PROFESSIONAL EXPERIENCE

Administrative Specialist | Tabarak Company

2023 – Present

- Maintained organized records and documentation systems ensuring data accuracy at all times.
- Prepared daily and weekly operational reports to support management decision-making.
- Coordinated schedules, correspondence, and follow-ups across internal teams and external parties.
- Managed data entry and system updates, ensuring product and operational information was current.
- Tracked and followed up on pending tasks to ensure timely resolution and closure.

EDUCATION

Bachelor's in History — GPA: 4.07 | Imam Abdulrahman Bin Faisal University

2020 – 2025

CERTIFICATIONS

- Principles & Advanced Applications of AI — Saudi Data & AI Authority (SDAIA), 2025
- Customer Relationship Management (CRM) — Ministry of Tourism, Saudi Arabia, 2024
- AI Tools for Research & Data Management — IAU, 2025

SKILLS

Technical: Microsoft Office Suite (Word, Excel, PowerPoint) · Data Entry & Reporting · AI-Powered Tools

Professional: Attention to Detail · Organizational & Multitasking · Communication · Fast Learner · Team Collaboration

Languages: Arabic (Native) · English (Professional)