

MISHARI AL-HAJRI

BUSINESS ADMINISTRATION

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SUMMARY

A fresh graduate of Business Administration currently seeking an opportunity in a leading organization with a supportive and positive work environment, where I can apply my knowledge and skills in the field of business administration to contribute effectively to the organization's growth and success.

EXPERIENCE

Intern – Shgardi Company

Jun - Aug 2024

- Gained practical experience in business operations within a dynamic corporate environment.
- Assisted in various administrative and operational tasks to support business functions.
- Developed problem-solving and teamwork skills while collaborating with different departments.
- Enhanced communication and organizational abilities through hands-on assignments

SKILLS

Efficient time management – Skilled in organizing tasks and setting priorities to ensure goals are met on time

Punctuality and commitment – I believe that meeting deadlines reflects professionalism and fosters trust in the workplace

Work organization and coordination – Capable of structuring tasks efficiently to ensure smooth and effective operations

Effective communication – Strong ability to express ideas clearly and engage positively with teams

Adaptability and flexibility – Able to navigate workplace changes and tackle challenges with a solution-oriented mindset

Initiative and innovation – Constantly seeking new ways to enhance performance and increase productivity

Proficiency in Microsoft applications – Advanced knowledge of Microsoft Word strong grasp of Excel fundamentals and the ability to create PowerPoint presentations

EDUCATION

Imam Abdulrahman Bin Faisal University

Bachelor of Business Administration

Graduation Year: [2025]

CERTIFICATIONS

Risk Management Course – Hadaf Platform, 2024

Gained knowledge in identifying, assessing, and managing risks in various business environments.

- Marketing Course – Hadaf Platform, 2024

Acquired insights into marketing strategies, market research, and consumer behavior analysis.

- Principles of Human Resource Management Course – Hadaf Platform, 2024

Learned fundamental HR concepts including recruitment, employee development, and performance management.

- Conflict Management Course – Hadaf Platform, 2024

Developed skills in managing and resolving conflicts within teams and organizations.