

Ali Al-Ghamdi

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📍 Saudi Arabia

SUMMARY

As a Business Administration professional, Recent MBA graduate with a solid academic foundation and strong understanding of strategic management. Equipped with advanced analytical skills, problem-solving abilities, and experience working on cross-functional team projects through academic coursework and internships. Eager to apply business knowledge in a dynamic work environment and contribute to organizational success. Adaptable, quick to learn, and highly motivated to grow within a professional setting.

EXPERIENCE

Energy Projects Support Company (ENPRO) | Saudi Arabia

Group Human Resources Officer | January 2020 - January 2021

- Conduct recruitment activities including phone and face-to-face interviews.
- Prepare job offer letters and work commencement documentation.
- Coordinate with departments to ensure a smooth onboarding process for new hires.

Gulf International Bank (GIB) | Saudi Arabia

Data Entry Intern | November 2019 - December 2019

- Entered and verified large volumes of IPO data with accuracy and attention to detail.
- Supported the IPO process by ensuring timely and organized data input.
- Maintained confidentiality and data integrity throughout the project.

Saudi Aramco | Apprentice Administration Unit | Saudi Arabia

Intern | June 2019 - August 2019

- Prepared salary details, transportation tickets and housing arrangements for trainees.
- Monitored student attendance and academic performance records.
- Supported administrative operations to ensure smooth trainee coordination.

EDUCATION

Prince Mohammad bin Fahd University | Saudi Arabia

Master's Degree in Business Administration | GPA:3.55 out 4.00 with Third Class Honor | 2025

Prince Mohammad bin Fahd University | Saudi Arabia

Bachelor's Degree in Business Administration | 2019

OTHER

● Courses:

- Project Management Professional (PMP) Course | 35 Hour | 2024.
- Professional Development Program | American Management Association (AMA).

● Hard Skills:

- Team Management.
- Operations Management.
- Strategic Planning.
- Data Analysis and Reporting.
- Project Management.
- Microsoft Office.

● Soft Skills:

- Problem-Solving.
- Critical Thinking.
- Effective Communication.
- Time Management.
- Collaboration and Teamwork.
- Flexibility and Adaptability.

● Languages: Arabic, English.