

Nawaf Saud Al-Marzuqi

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SUMMARY

A recent graduate from Saudi Electronic University with a Bachelor’s degree in Business Administration, driven by ambition and a strong desire to launch a successful career in the business world. I am passionate about applying innovative thinking, organizational skills, and a growth mindset to real-world challenges. Eager to join a forward-thinking company where I can contribute meaningfully, develop professionally, and be part of a collaborative team environment Recognized for being dependable, detail-oriented, and quick to adapt, I bring a strong work ethic, positive energy, and a commitment to continuous learning. I am ready to take initiative, face challenges, and grow into a role where I can make a lasting impac

EXPERIENCE

Al Khobar Municipality | Saudi Arabia

Human Resources & Import/Export Intern | January 2025 – May 2025

- Supported onboarding processes for new employees, including document preparation and orientation coordination.
- Collaborated with the HR team in organizing internal training sessions and workshops.
- Gained exposure to government import/export procedures and assisted in handling shipment documentation.
- Helped track incoming and outgoing shipments, verifying compliance with local regulations.
- Worked cross-functionally with administrative and logistics teams to ensure smooth operational workflows
- Assisted in managing HR records and employee files, ensuring accurate documentation and data entry

EDUCATION

Saudi Electronic University | Saudi Arabia

Bachelor’s Degree in Business Administration | 2020 – 2025

OTHER

- Professional Development & Training :**
 - Passing the Job Interview Successfully — Techniques and strategies for effective interview preparation and performance.
 - Intellectual Property in Entrepreneurship — Understanding intellectual property rights and their application in business.
 - Developing Career Opportunities — Strategies for identifying and pursuing professional growth paths.
 - Planning Strategies — involve setting long-term goals, analyzing internal and external factors, and developing structured plans to achieve objectives efficiently. These strategies help organizations stay focused, adapt to changes, and ensure sustainable growth.
 - Franchise Business — is a system that allows the use of a well-known brand and a proven business model in exchange for fees. It’s one of the most successful ways to expand a business, combining independence with the strength of an established brand.
- Technical Skills:**
 - Microsoft Office Suite: Advanced skills in Excel (formulas, pivot tables, charts), Word (report writing and formatting), PowerPoint (professional presentations), and Outlook (email and scheduling).
 - Accounting and Financial Software: Proficient in QuickBooks,Tally, and Zoho Books.
 - Database Management: Basic knowledge of Microsoft Access and for data management and analysis
- Soft Skills:**
 - Strong communication skills
 - Time management
 - Teamwork and collaboration
 - Problem solving
 - Adaptability and flexibility
 - Attention to detail
 - Leadership potential
 - Work ethic and professionalism
 - Critical thinking
 - Ability to work under pressure
- Languages:** Arabic, English