

SADEEM ALHOTHALI

BUSINESS ADMINISTRATION

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Riyadh

Objective

Business Administration student at King Saud University Second Year Level 4 seeking an internship opportunity as Internship to apply academic knowledge, develop professional skills, and gain practical experience in Human Resource Management.

EDUCATION

Expected graduation 2028

Bachelor business Administration Ksu University

EXPERIENCE

Inside University

- Member of the Student Partnership, Human Resources Committee – responsible for monitoring tasks, follow-ups, and supporting team operations.
- Human Resources Committee Member – Student Partnership Club
 - Worked in the Monitoring & Follow-up team to ensure smooth organization of events and activities.
- Strategic Partnerships Member – Marketing Club
 - Assisted in developing partnerships and fostering collaboration with external entities.
- Human Resources (Internal Communication) Member – Innovation & Entrepreneurship Club
 - Contributed to enhancing internal communication among club members and supporting event management.
- Development & Support Committee Member – Risala University Club
 - Participated in implementing development programs and supporting various club activities.

Outside university

Female HR Lead – Atma'in Initiative Jan 2026-Present

- Led and managed a team of 10 members, ensuring smooth workflow and task distribution.
- Monitored daily task submissions across three shifts and tracked members' working hours.

- Designed and utilized **Google Forms** to collect attendance and working hours data.
- Organized and analyzed data using **Google Sheets** for accurate reporting and follow-up.
- Oversaw attendance, commitment, and overall team performance.
- Provided continuous support and motivation to team members.
- Handled and resolved internal team issues efficiently.

Key Skills Developed:

Leadership, responsibility, decision-making, organization, and attention to detail.

Writing Contact at (Print Platform) 31Dec 2025 – Feb2026

- Wrote in-app and push notification content tailored to the application to enhance user engagement.
- Created content for TikTok videos aligned with current trends and marketing objectives.
- Wrote influencer briefs, including campaign summaries and key messaging prior to advertising.
- Wrote competition content for Twitter to increase reach and user interaction

Organizer 5 June-10 June 2025

- Participated as an organizer at King Salman Oasis, supporting event planning, logistics, and coordination.

SKILLS

Soft Skills

- Communication Skills
- Team leadership
- Decision making
- Teamwork
- Event planning & organization
- Problem-solving

Hard Skills

- Contact Writing
- Knowledge for TikTok
- Writing Push Notifications
- Script Writing for Short Videos
- Basic proficiency in Microsoft Office
- Google Sheets
- Google Forms
- Writing Monthly Reports

Languages

- Arabic
- English