

Rayan Nasser Al Madshoush

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CAREER OBJECTIVE

I strive to apply the acquired experience and skills within a competitive work environment that enhances my ability to progress and hone my skills. As well as finding the right job opportunity to gain new experience and skills.

EDUCATION

- Bachelor's Degree in Business Administration | (June 2022)
- King Khalid University

EXPERIENCES

- Purchasing Manager - Diwaniya Council's Comfort Café for Beverage Services
 - From December 2021 to January 2020
- Sales Manager - Ben Shammar Trading Company
 - From May 2021 to October 2018
- Supervisor - Saad Hamad Al Muraeh Contracting Company
 - From December 2017 to June 2018

COURSES

- Data Entry and Word Processing Course
 - General Organization for Technical and Vocational Training - 6 months
- English Language Course
 - EC Institute in South Africa - 6 weeks
- Team Leadership Course
 - General Organization for Technical and Vocational Training - 5 days (20 training hours)
- Professional Project Management Course
 - General Organization for Technical and Vocational Training - 5 days (20 training hours)
- Effective Communication Skills Course
 - General Organization for Technical and Vocational Training - 3 days (15 training hours)
- Electronic Secretariat and Office Management Applications Course
 - General Organization for Technical and Vocational Training - 3 days (15 training hours)
- Administrative Assistant Skills Course
 - General Organization for Technical and Vocational Training - 3 days (15 training hours)

MEMBERSHIPS

- Member of the Saudi Organization for Auditors and Accountants

SKILLS

- ✓ Computer usage and search engines.
- ✓ Proficiency in Microsoft Office and Word.
- ✓ Eloquence and good conduct.
- ✓ Time management and prioritization.
- ✓ Ability to perform under pressure.