

Ryoef Ibrahim Bin Nukhilan

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Professional Summary

Motivated and detail-oriented administrative professional with hands-on experience in scheduling, documentation, and multi-department coordination. Currently seeking a role in Planning & Scheduling or Facility Management within a contracting or project-based environment. Skilled in tracking tasks, generating progress reports, and coordinating between operational teams. Proficient in Microsoft Office, with a growing interest in project management and site operations.

Work Experience

Administrative Coordinator | (KAFD) | 2025

- Managed and scheduled executive meetings and appointments.
- Maintained confidential records and handled official correspondence.
- Coordinated between departments to streamline administrative tasks.
- Assisted in document preparation, reporting, and data management.
- Collaborated with operations and facility teams to support site readiness and logistics.

Customer Service Representative | Tamara | 2024

- Responded to customer inquiries and resolved issues efficiently.
- Handled high-volume interactions while maintaining service quality.
- Developed problem-solving and professional communication skills.
- Managed task queues and escalations in coordination with internal departments.

Tour Guide | Diriyah | 2024

- Managed tour schedules and logistics for local and international visitors.
- Ensured smooth coordination and professional guest interactions.
- Maintained accurate records of guest data and schedules.

Education

Bachelors Degree in Art of History and Archaeology

Princess Noura University | 2020 - 2024

GPA: 4.54 / 5 - Second-Class Honors

Skills

Planning & Scheduling Skills

- Task tracking and deadline coordination
- Exposure to planning software and reporting tools (Excel, Gantt Charts)
- Coordination with field/site teams

Administrative & Organizational Skills

- Scheduling meetings and managing executive calendars
- Handling document control and record management
- Preparing reports and tracking daily office operations

Communication & Collaboration

- Professional communication with executives and clients
- Cross-departmental coordination
- Multitasking under pressure in dynamic environments

Technical Tools

- Microsoft Excel (including formulas and basic charts)
- Microsoft Word and PowerPoint
- Document archiving and email management

Certifications & Training

Administrative & Communication Courses

- Effective Communication & Dialogue Skills | Princess Noura University | 2024
- Etiquette & Protocols for Public Forums | Princess Noura University | 2024
- Creative Thinking & Problem-Solving | Doroob | 2024

Technical Training

- Microsoft Excel Skills | Coursera
- Office Management & Administration | Udemy

Additional Interests

- Currently exploring training opportunities in project scheduling tools (e.g., MS Project, Primavera) and facility operations.

Languages

- Arabic (Native)

- English (Advanced)