

Jood Yousif Almatruk

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📍 Saudi Arabia

SUMMARY

I Have Gained Hands-on Experience in Governance, Data Management, and Administrative Support Through My Volunteer Work at Jamiat Waqt Al-Hewar and King Saud Hospital. I Hold a Bachelor's Degree in Legal Systems from Qassim University and A Diploma in Corporate Governance from King Khalid University, with a Focus on Transparency and Legal Compliance. My Technical Expertise Includes Legal Research, Data Analysis, Dispute Management, and Proficiency in Microsoft Office, Along with Certifications in CMA and Various Relevant Courses.

EXPERIENCE

Jamiat Waqt Al-Hewar for Electronic Invitation | Saudi Arabia

Volunteered as a Governance Specialist | 2024

- Developed and Implemented Governance Policies for Transparency and Accountability.
- Established Governance Frameworks for Various Projects and Activities.
- Ensured Compliance with Laws and Regulations, Aligning Operations with Best Practices.
- Conducted Research and Recommended Improvements for Organizational Governance.

King Saud Hospital | Saudi Arabia

Volunteered as an Administrative Assistant | 2023

- Assisted in Managing Office Tasks and Supporting Daily Administrative Operations.
- Organized And Maintained Patient and Employee Records in Accordance with Hospital Policies.
- Coordinated Communication Between Departments to Ensure Smooth Workflow.
- Scheduled Meetings, Appointments, and Managed Office Correspondence.

EDUCATION

King Khalid University | Saudi Arabia

Diploma In Corporate Governance | 2024 - 2025

- Acquiring Knowledge to Apply Governance for Transparency and Accountability.
- Learning to Evaluate Institutional Structures and Create Oversight Systems to Ensure Legal and Ethical Performance.

Qassim University | Saudi Arabia

Bachelor's Degree in Legal Systems | December 2018 - January 2022

- Understand Constitutional, Civil, and Criminal Law and Their Applications.
- Acquire Skills in Conducting Legal Research, Analyzing Case Law, and Interpreting Statutes to Make Informed Legal Decisions.

OTHER

● Courses:

- Labor Culture According to The Saudi Labor Law.
- Law | Doroob.
- Currency Exchange and Transfer.
- Banking and Financial Sector | Doroob.
- Communication | Doroob.
- Management | Doroob
- Dispute Management.
- Excel Program – Basic.
- Computer Science and Digital Sciences | Rwaq Platform.

● Certificates:

- CMA (Certified Management Accountant) Level 1 - Financial Paper Handling | 2023.

● Achievements:

- Presenting a Scientific Research Paper in Criminal Law with an Excellent Evaluation.
- Knowledge of the Saudi Arbitration System and Participation with The University Team in The SCCA Arbitration Competition, Achieving Sixth Place.

● Technical Skills:

- Data Analysis.
- Dispute Management.
- Technology Proficiency.
- Risk and Structural Management.
- Administrative Support.
- Data Management and Organization.
- Legal Research and Analysis.
- Proficiency in Microsoft Office Suite.
- Strong General Computer Skills.

● Soft Skills:

- Communication Skills.
- Problem-Solving.
- Attention to Detail.
- Decision-Making.
- Analytical Thinking.
- Time-Management.
- Flexibility and Adaptability.
- Collaboration and Teamwork.

● Languages: Arabic, English.