

# RAYAN BUKHARI

Construction Engineer | Administrative Support | Process Coordination

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Motivated Construction Engineering graduate with administrative and coordination experience, seeking an entry-level role in engineering or office management. Eager to apply technical knowledge, organizational skills, and teamwork abilities to contribute effectively to operational success as well as professional growth.

## SKILLS

- Microsoft Office Proficiency
- AutoCAD (2D & 3D Modeling)
- Project Management Tools (Basic)
- Document Preparation & Reporting
- Time Management & Prioritization
- Team Collaboration & Communication
- Scheduling & Workflow Coordination
- Critical Thinking and Problem-Solving
- Spoken languages: Arabic (Native), English (Advanced)

## EXPERIENCE

### Administrative Assistant

*Al Enaya Company | April 2024 – October 2024 | Saudi Arabia*

- Managed daily office operations, ensuring accurate documentation and workflow efficiency.
- Prepared technical and administrative reports to support project planning.
- Assisted in coordinating meetings and maintaining schedules for management teams.
- Supported internal communication between departments to streamline processes.

### Construction Site Assistant

*New-grow Group | July 2018 – December 2018 | Melbourne, Australia*

- Assisted engineers and supervisors in on-site construction tasks.
- Supported material handling and ensured compliance with safety and quality standards.
- Read and followed basic engineering drawings for task execution.
- Maintained clean and organized workspaces to enhance operational efficiency.

### Sales Assistant

*Digital Horizon (Computer Store) | February 2011 – November 2011 | Saudi Arabia*

- Provided customer support and technical guidance for computer products.
- Managed inventory, monitored stock levels, and assisted in procurement tasks.
- Operated the cash register and maintained accurate financial records.

## **EDUCATION**

### **BACHELOR'S DEGREE IN CONSTRUCTION ENGINEERING**

SWINBURNE UNIVERSITY | Expected Graduation: March 2025 | Melbourne, Australia

### **Diploma of Engineering (High Credit)**

SWINBURNE COLLEGE | 2017 – 2018 | Melbourne, Australia

## **PROFESSIONAL DEVELOPMENT**

- Registered Engineer, Saudi Council of Engineers
- Start-up & Financial Management – RMIT University / RAKEEZAH Organization (Oct 2018)
- CPP20212 Certificate II in Security Operations – Leaders Institute (Aug 2017)
- Time Management & Prioritizing Skills – UIT, Saudi Students Association (Sep 2017)
- DROOB Online Courses – HADAF