

Nawaf Almohammadi

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PROFILE

Motivated Business Administration graduate with a specialization in Management. Passionate about strategy, operations, innovation, and supply chain management. A collaborative team player with proven leadership skills and a strong ability to positively influence others. Eager to apply academic knowledge, grow professionally, and contribute to organizational success.

WORK EXPERIENCE

Human Resources intern

06/2025 – 08/2025

King Fahd Glorious Quran Printing Complex

Madinah

- Assisted in recruitment process by screening resumes, shortlisting candidates, and coordinating interviews.
- Supported onboarding activities including preparing employee documentation, conducting induction sessions, and maintaining personnel records.
- Maintained and updated the HR database (attendance, leave records, employee details) with accuracy.
- Assisted HR team in drafting policies, offer letters, and HR communications.

EDUCATION

Bachelor of Business Administration - Major in Management GPA: 4.76/5 with First-Class Honors

08/2021 – 08/2025

Taibah University

Madinah

- Develop a strong foundation in Business Administration and Management principles and practices.
- Learn to analyze business challenges and implement effective solutions.
- Gain practical knowledge in finance, marketing, human resource management, operation, strategy, international business management, innovation, and supply chain .

CERTIFICATES

- McKinsey Forward Program
- Microsoft Excel
- Introduction Strategic Planning for Human Resources
- Virtual Work Experience at BCG as a Junior Consultant in Business Analysis
- Creative Problem-Solving Skills in Business
- Talent Management
- Virtual Work Experience at Misk - Project Management in the Non-Profit Sector
- Leadership and Management in Organizations

SKILLS

- Microsoft office (Excel, Word, PowerPoint)
- Attention to details
- Problem Solving
- Communication Skills
- Analytical Skills
- Time Management
- Decision-making
- Strategic thinking

LANGUAGES

- Arabic
- English