

Saleh khalid Al-Ghamdi

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Professional Summary:

Business Administration Specialist | Career focus centers on enhancing administrative efficiency through precise organizational and analytical skills. Gained practical expertise in field oversight and office operations during cooperative training at the Ministry of Health. Aims to contribute to organizational goals by leveraging Microsoft tools and customer service skills, ensuring streamlined processes and effective outcomes.

Education:

- **Bachelor Degree in Business Administration | University of Tabuk | Tabuk | 2025**
 - **GPA:** 4.60 out of 5 | Second Honor Degree

Professional Training:

Cooperative Training | Ministry of Health Branch | Tabuk | January 2025 – May 2025

- Organized office administrative tasks efficiently
- Monitored field operations with precision
- Analyzed administrative data to optimize processes
- Collaborated with teams to ensure coordination
- Prepared accurate administrative reports

Training Courses:

- **English A1 | British Council | Tabuk | December 2024 | 4 months**
- **Microsoft Office Specialist (MOS) | Mohterf Center | Tabuk | April 2022 | 6 weeks**
- **Human Resources Management | Smart Minds Institute | June 2025 | 25 hours**
- **The only trainee nominated for the Legal Contracts and Tenders Workshop | Tabuk | April 2025**
- **Customer Service Professional (40 hours) | Dorooob Platform | 40 hours**

Volunteer Work:

- **File Archiving – Voluntary Work Association | Tabuk | 5 Days | 25 Volunteering Hours**

Training Workshop:

Legal Contracts and Tenders Workshop | Tabuk | April 2025

- Nominated as the sole trainee to attend
- Gained knowledge in legal contract processes
- Enhanced understanding of tender procedures

Skills:

Personal Skills:

- Presentations Skills
- Monitoring Operational Performance
- Effective Time Management
- Interpersonal Communication
- Creative Problem Solving
- Coordinated Teamwork
- Thoughtful Decision Making
- Adaptability to Change

Professional Skills:

- Administrative Data Analysis
- Accurate Report Preparation
- Task Organization
- Client Relationship Management
- Field Oversight
- Strategic Planning

Technical Skills:

- Microsoft Office Suite (Word, Excel, PowerPoint)
- Google Workspace tools (e.g., Spreadsheets)
- Database Management
- Data Analysis with Excel
- Presentation Design with PowerPoint
- Document Processing with Word
- ERP System Usage
- Electronic File Management

Languages:

- Arabic
- English