

# ALI AL-QURAIISH

Office Administration | Administrative Support | Administrative Support | Report Preparation

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## Summary

As an Administrative Support Assistant at the Digital Evolution Institute, I play a pivotal role in bridging the gap between management and students, ensuring efficient operations and exceptional service delivery. My responsibilities include coordinating student registrations, managing admissions processes, scheduling interviews and appointments, handling internal and external communications, and providing comprehensive administrative support to the management team. I thrive in fast-paced environments, leveraging strong organizational skills, attention to detail, and proficiency with digital tools to streamline processes and maintain accurate records. My proactive approach allows me to anticipate needs, resolve issues quickly, and contribute to a positive experience for both staff and students. With a passion for service excellence and operational efficiency, I am committed to enhancing workflow, supporting the institution's objectives, and fostering a welcoming and professional environment for all students and team members.

## Experience

معهد التطور الرقمي للتدريب مساعد إداري	Riyadh, Saudi Arabia 12/2025 - Present
Baja Storekeeper	Saudi Arabia 02/2025 - 12/2025
<ul style="list-style-type: none"><li>Maintain accurate records of stock levels, monitor inventory movement and conduct stock checks.</li><li>Arrange materials and products systematically to ensure easy access and prevent damage or loss.</li><li>Identify low-stock items and coordinate with procurement department for timely replenishment.</li><li>Receive incoming materials quality against delivery documents, and update inventory systems.</li></ul>	
Avicenna Health Receptionist	Saudi Arabia 11/2024 - 09/2025
<ul style="list-style-type: none"><li>Greet visitors, answer inquiries &amp; provide a professional first point of contact.</li><li>Coordinate and manage appointments, meetings, and reservations for staff or clients.</li><li>Monitor and replenish office supplies to ensure smooth front desk operations.</li><li>Answer and manage incoming calls efficiently, ensuring messages reached the appropriate staff.</li></ul>	
Green Maramer Administrative Assistant	Saudi Arabia 02/2024 - 07/2024
<ul style="list-style-type: none"><li>Prepared, reviewed, and maintained reports, presentations, and official records with accuracy.</li><li>Maintained databases and organized records, ensuring compliance with organizational standards.</li><li>Provided administrative support, including travel arrangements &amp; project coordination.</li><li>Oversaw daily office operations, including document management.</li></ul>	
Arzag Plus Store Manager	Saudi Arabia 12/2022 - 12/2023
<ul style="list-style-type: none"><li>Managed store staff, delegated tasks, and monitored performance to achieve operational goals.</li><li>Drove sales strategies, analyzed performance metrics, and implemented initiatives to meet targets.</li><li>Maintained appealing product displays and ensured store environment aligned with brand standards.</li><li>Ensured excellent customer experience, resolved complaints, and maintained customer satisfaction.</li></ul>	
King Salman Bin Abdulaziz Hospital Assistant Director of Diabetic Department   Coop Training	Saudi Arabia 06/2022 - 08/2022
<ul style="list-style-type: none"><li>Assisted in developing and implementing departmental strategies aligned with organizational goals.</li><li>Supervised daily operations, ensuring efficiency, productivity, and quality standards.</li><li>Assisted in preparing budgets, monitored expenditures, and implemented cost-saving measures.</li><li>Oversaw procurement, inventory management, and logistics.</li></ul>	

## Experience

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Majed Abdullah Yahya Contracting Co.

Saudi Arabia

Founder & Cashier

12/2019 - 12/2020

- Established and developed the organization, defined its vision, mission, and long-term goals.
- Planned and executed marketing campaigns to build brand awareness and attract customers.
- Greet customers, answer inquiries, and provide a positive checkout experience.
- Accurately processed cash, card, and digital transactions while ensuring financial integrity.

## Education

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Technical and Vocational Training Corporation

Date period

Diploma, Office Administration