


# Nawaf Alsaiary

## Business Management

 [+966 510651142](tel:+966510651142)

 [nawaffor4@gmail.com](mailto:nawaffor4@gmail.com)

 Al-Ahsa, Saudi Arabia

### SUMMARY

---

A recent business administration graduate currently seeking an administrative position in a leading organization with a supportive and positive work environment. I am looking to apply my knowledge and skills in business administration in the best possible way to contribute to the organization's development.

### EXPERIENCE

---

#### King Faisal University | Saudi Arabia

Trainee ○ Preparing and editing reports and creating organizational structures.

- Gain proficiency in risk management and attend its meetings.
- Cooperate with the work crew in inspection tours (safety inspector - health certificates).
- Conducting research and data analysis under the supervision of experienced staff.

#### Company gulf asia

- Administrative Assistant

#### Volunteer

- Organizer at Al-Ahsa Municipality
- Volunteer in Al-Musa Marathon

### EDUCATION King Faisal University | Saudi Arabia

---

Bachelor's degree in Business Management | 2024.

- Create files, memos, meeting minutes, and write drafts. ○ Proficiency in Microsoft programs.
- Responsibility for office tasks.

### OTHER

---

- **Certifications & Courses:** Microsoft Office| English language basics | Strategic rules for implementing total quality management | Parts of speech in English |

#### Soft Skills:

- Ability to Work Under Pressure | Multi-Tasking.
- Professional Report Writing. | Collaboration and Teamwork.
- Adaptability. | Communication Skills.
- **Languages:** Arabic, English.