

# Abdullah Aljulai

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## SUMMARY

- **Diploma in Business Administration. Experience in digital archiving and technical support, applying my knowledge to help achieve the department's key objectives while actively seeking self-development to support current and future achievements.**

## EXPERIENCE

**Administrative Office Specialist - Inspire for Solutions Development – Riyadh, Saudi Arabia Jul 2025 – Present**

- Manage daily administrative operations and office activities.
- Prepare and submit administrative reports to management.
- Organize and maintain electronic and physical filing systems.
- Follow up on administrative transactions and internal processes.
- Coordinate with senior management and different departments.
- Support project management activities and workflow organization.

**Technical Support Specialist - Inspire for Solutions Development (Qiwa Platform Project / Takamol Holding) – Riyadh, Saudi Arabia  
- Mar 2024 – Jun 2025**

- Responded to customer inquiries and resolved technical issues based on SLA.
- Categorized and escalated technical issues when required.
- Collaborated with business and IT teams to ensure high-quality customer support.

**Archiving Specialist - Inspire for Solutions Development (National Water Company Project) – Riyadh, Saudi Arabia  
Feb 2023 – Feb 2024**

- Contributed to digital transformation initiatives through document archiving.
- Converted physical documents into digital formats using proper archiving tools.
- Developed and implemented document management procedures.
- Ensured secure handling, storage, and retrieval of digital assets.

**COOP Training - Hayat Regency Riyadh Olaya – Riyadh, Saudi Arabia  
Jun 2022 – Aug 2022**

- Assisted in organizing events and conference arrangements.
- Handled customer interactions and reservation coordination.

**Administrative Assistant - Green Field Company for Real Estate and Decorations – Riyadh, Saudi Arabia  
Mar 2021 – Jul 2021**

- Acted as a point of contact between management and clients.
- Managed calls, correspondence, and office communications.
- Organized meetings and scheduled executive appointments.
- Provided general administrative support.

## EDUCATION

- **Diploma in Business Administration (GPA: 4.14 / 5)**
- **The International College of Tourism and Hospitality**
- **Aug 2019 – Aug 2022**

## CERTIFICATIONS & COURSES

- **Scrum: Advanced (Linkdin Learning) from 2025 Oct 8 to 2025 Oct 25**
- **Scrum: The Basics (Linkdin Learning) from 2026 Mar 30 to 2026 Mar 30 2026**
- **Microsoft Office (Word, Excel, PowerPoint, Outlook)**
- **IT Service Management Foundations – LinkedIn Learning (2025)**
- **Quality Management Foundations – LinkedIn Learning (2025)**
- **Programming Foundations (Software / QA) – LinkedIn Learning (2025)**
- **Introduction to Project Management (PMP) – Dorroob**
- **Data Analysis – Misk Skills (2025)**
- **SQL Professional Course – Machinify Academy (2024)**
- **Effective Communication with Customers – Dorroob**
- **Sales and Marketing – Dorroob (2022)**

## SKILLS

- **Technical Skills**
- **Microsoft Office (Excel, Word, PowerPoint, Outlook)**
- **Data Entry & Document Management**
- **Digital Archiving Systems**
- **Soft Skills**
- **Communication**
- **Time Management**
- **Problem Solving**
- **Teamwork**
- **Attention to Detail**

## LANGUAGES

- **Arabic: Native**
- **English: Advanced**