

Mohammed Shahein

Business Administration

 [+966 501 961 699](tel:+966501961699)

 mo.shahein98@gmail.com

 Tabuk, Saudi Arabia

SUMMARY

As a dedicated professional with proven administrative experience, I excel in managing records, coordinating schedules, and preparing reports. Holding a Bachelor's Degree in Business Administration (Management), I possess strong leadership and problem-solving skills. My expertise is further enriched by training in HR, financial accounting, risk management, and cybersecurity. I am committed to enhancing organizational efficiency and supporting sustainable growth.

EXPERIENCE

Logistics Corporation | Saudi Arabia

Administrative | February 2024 – Present.

- Manage and organize office records, correspondence, and documentation.
- Coordinate schedules, meetings, and travel arrangements for staff.
- Prepare reports, presentations, and administrative communications.
- Monitor procurement requests and maintain inventory of office supplies.
- Ensure compliance with company policies and administrative procedures.

EDUCATION

Tabuk University | Saudi Arabia

Bachelor's Degree of Business Administration (Management) | 2022.

- Develop a solid foundation in management theories and organizational practices.
- Apply analytical and problem-solving skills to business decision-making.
- Demonstrate effective leadership and team management abilities.
- Utilize modern business tools and technologies to enhance efficiency.
- Integrate ethical and strategic perspectives in managing organizations.

COURSES

- Social Intelligence Skills.
- Human Resources Tasks.
- Organization Design.
- Basics of Financial Accounting.
- MS Excel.
- Information Security.
- Risk Management
- Leadership Skills.
- Cyber Security.

SKILLS

● Hard Skills:

- Microsoft Office (Excel, Word and PowerPoint).
- Data Entry.
- Document Management.
- Report Writing.
- Scheduling and Calendar Management.
- Procurement Processing.
- Inventory Control.
- Presentation Design.
- Policy Compliance Monitoring.
- Records Management.

● Soft Skills:

- Communication Skills.
- Time Management.
- Leadership.
- Teamwork.
- Self-Development.
- Flexibility & Adaptability.
- Problem-Solving.
- Decision-Making.
- Emotional Intelligence.
- Critical Thinking.

LANGUAGES

- Arabic
- English