

# RAGHAD MOHAMMED ALSHUGAIFI

Jeddah, Saudi Arabia | +966 53 016 8296 | Raghadsyline00@gmail.com

## PROFESSIONAL SUMMARY

Dedicated Administrative and HR Professional with extensive experience in executive support, human resources coordination, and digital content management. Expert in streamlining organizational workflows through advanced proficiency in SAP systems and Saudi government platforms.

## WORK EXPERIENCE

### Assistant Manager / Administrative Assistant

Al-Sorayai International Company | June 18, 2023 – September 4, 2023

- Documented and processed inventory receiving vouchers to ensure accurate records.
- Prepared and updated comprehensive inventory lists for regular auditing.
- Registered and defined new products within the internal system database.
- Generated and analyzed advanced Excel reports for tracking purchase orders.
- Issued and managed goods issuance vouchers to streamline stock distribution.
- Updated and maintained inventory levels by accurately adding incoming goods to stock.

### Content & Social Media Manager

Cinema Al-Balad | September 2025 – January 2026

- Developed and executed comprehensive social media strategies to enhance brand presence.
- Managed professional customer engagement and resolved complex inquiries.
- Administered HR documentation including training contracts and employee records.
- Coordinated project timelines and production schedules to ensure operational efficiency.

## EDUCATION

### Diploma in Office Administration

Technical College, Jeddah, Saudi Arabia | Graduated: March 2023

## TECHNICAL SKILLS

**Systems & Platforms:** SAP (SuccessFactors), Qiwa, GOSI (Social Insurance) platforms

**Administrative Tools:** Microsoft Office Suite — Excel, Word, PowerPoint, Outlook (Expert level)

**Information Management:** Digital and physical archiving, document control, professional business writing

## TRAINING

### Medical Secretary — Cooperative Training

Al-Thaghr Hospital, Jeddah | 400 Training Hours

### HR Specialist — Tamheer Program 2023

Anjal Al-Arabia Co. Ltd. | 320 Training Hours

### Sales Manager Secretary — Internship

Orient Provision & Trading Company | March – April 2026

## CERTIFICATIONS

PMP (Project Management Professional)

## LANGUAGES

Arabic: Native Proficiency

English: Professional Proficiency | STEP Score: 74