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EYAD QUTUB

BUSINESS ADMINISTRATION

CONTACT

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OBJECTIVE

I'm Saudi business administration graduate seeking a career in Management in a challenging environment, where I can equally provide and gain experience. I am looking for an opportunity to present my talents and discover new methods to develop my skills of expertise.

EDUCATION

BUSINESS ADMINISTRATION & FINANCIAL SCIENCES
BACHELOR DEGREE | SAUDI ELECTRONIC UNIVERSITY |
2017 - 2022

COMPUTER & INFORMATION TECHNOLOGY
ASSOCIATE DEGREE | DAMMAM COMMUNITY COLLEGE -
KFUPM | 2013 - 2016

EXPERIENCE

**PURCHASING OFFICER | H.M. ALRUGAIB & SONS TRADING CO. |
SEP 2021 - DEC 2021**

- Work in the role as part of my graduation requirement
- Working on liquidation project with marketing team
- Working with different departments to complete the tasks
- Preparing weekly report & weekly meeting

**SALES ASSOCIATE | H.M. ALRUGAIB & SONS TRADING CO. |
JUL 2016 - AUG 2021**

- Recommending related products to increase customers' options
- Fulfilling customer needs and inquiries
- Meeting the branch sales target on monthly basis.
- Helping out other departments as needed to reduce short
- Preparing daily sales report.

IT ASSISTANT | KFUPM | JUN 2015 - AUG 2015

- Coop student in KFUPM. Helping in technical service, information technology
- Helping with configuring hardware and software
- Providing computer users with needed assistance

SKILLS

- Fluency in Arabic and English
- Microsoft Office
- Microsoft dynamics system
- Good communicator
- Problem solving
- Working with tight deadlines
- Adaptability.