

Mohammed Ghammari

JAZAN, SAUDI ARABIA | 966552744995 | Maghomarry@gmail.com | [linkedin.com/in/mohammed-ghammari](https://www.linkedin.com/in/mohammed-ghammari)

Summary

Detail-oriented Business Administration professional with experience in document preparation, contract coordination, and compliance support. Skilled in reviewing agreements, managing documentation, and coordinating with stakeholders to ensure operational efficiency., and support academic and training environments with efficiency and professionalism. Proficient in Microsoft Office applications including Word, Excel, and PowerPoint, with strong skills in report writing, communication, and time management. Committed to maintaining organized workflows and contributing to the smooth functioning of administrative systems.

Experience

Administrative Assistant | Jazan Higher Training Institute

November 2024 - Present

Jazan, Saudi Arabia

- Assisted in preparing and reviewing institutional agreements and MoUs, ensuring required documentation and approvals were completed prior to execution.
- Working on teaching students and preparing their tests
- Training trainees on critical courses in human resources and business management.
- Research and write courses and tests, whether paper or electronic questions
- Supervising students' tests and providing assistance in guidance, registration, changing majors, etc.
- Work on Microsoft Office applications, whether in registering students, writing courses, or recording grades in programs such as Word, Excel, and PowerPoint.
- Administrative Oversight: Managed safety documentation and maintained accurate logs of equipment inspections and safety drills.

Skills

- Strong analytical skills.
- Problem solving abilities.
- Proficiency in Microsoft Office.
- Effective communication skills.
- Stakeholder Coordination.
- Document Management.
- operations management.
- Administrative office work.
- Report writing.
- Contract Review.

Education

Jazan University - Collage of Business.

Aug 2020 - Jun 2024

Bachelor's degree in Business Administration.

Certificates s Courses

- CBP in the field of LEADERSHIP - IBTA March 2025
- Creative Thinking and innovation - Jazan university March 2024
- Feasibility study design - Jazan university February 2022

Languages

- Arabic
- English