

ARYAM ALI

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Professional Summary

Recent Business Administration graduate with Second Class Honors and a GPA of 4.45/5.00. Experienced in data entry, customer service support, record management, and Microsoft Excel. Strong communication, organization, and administrative skills with a commitment to accuracy and efficiency.

Education

Bachelor of Business Administration

Jazan University | Graduated 2026 | GPA: 4.45/5.00 | Second Class Honors

Professional Experience

Data Entry Assistant, Forsatk Shopping (1 Year 5 Months)

- Managed and maintained accurate records and databases.
- Supported customer service and administrative operations.
- Prepared, updated, and organized business information.

Skills

Data Entry • Microsoft Excel • Customer Service • Administrative Support • Communication Skills • Time Management • Organization • Attention to Detail

CERTIFICATIONS

Advanced Excel Skills • CV Writing • Marketing Fundamentals • Business Growth Strategies • Organizational Leadership • Professional Fundamentals

Language

- Arabic (Native)
- English (Good)