

NOURAN AL-ZAHRANI

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SUMMARY

Background in administrative and operational support, with practical exposure to coordination, data organization, documentation, and follow-up through training and volunteering. Organized and adaptable, with the ability to manage information accurately, support day-to-day operations, and work effectively across different tasks. Interested in building a career in administration, operations, business support, and project coordination while continuing to develop practical expertise.

EXPERIENCE

Saudi Food and Drug Authority (SFDA)

Administrative & Operational Support Specialist (Skilled Volunteer)

July 2026 – August 2026

- **Administrative Communications & Email Management:** Processed 100+ daily emails and handled approximately 70+ daily administrative communications, including official correspondence, follow-ups, and formal letters, supporting day-to-day operational workflows.
- **Inspection Operations & Lab Sample Tracking:** Assisted with daily field inspection operations and coordinated the logging, tracking, and dispatch of inspection samples to specialized testing laboratories, ensuring timely and accurate follow-up.
- **Excel Data Documentation & Archiving:** Maintained and updated daily Excel records documenting administrative communications and inspection sample movements, ensuring accurate data entry, organized records, and efficient retrieval of operational information.

Al-Midad Museums

Museum Operations & Project Coordination Support (Cooperative Trainee)

- **Event & Logistical Planning:** Managed logistics, operational scheduling, and resource execution for educational activities, workshops, and high-profile exhibition events.
- **Reporting & Digital Archiving:** Developed periodic operational performance reports and digitized administrative archives to ensure strict data integrity and easy information access.

EDUCATION

University of Jeddah

Bachelor's degree in Archaeological Sites and Tourist Guidance — 4.77 / 5.00

2024

COURSES

- **Operations Management** — Monshaat Academy
- **Negotiation Strategies & Success Indicators** — Swiss Hotel Management School
- **Crisis Management & Mitigation Frameworks** — Sant Pol School of Hospitality
- **Tourism Security & Risk Management** — Les Roches International School of Hotel Management

SKILLS & ABILITIES

Technical Skills: Proficient in Microsoft Office (Excel, PowerPoint, Word), Preparing detailed reports and organizing documents, Accurate data entry and digital archiving, Business Communication & Digital Platforms, Professional use of email and administrative follow-up, Managing and securing files.

Soft Skills: Operational Process Improvement, Cross-Functional Team Collaboration, Attention to Detail & Accuracy, Adaptability & Fast Learning, Data-Driven Problem Solving, Effective Time Management.

Languages: Arabic, English