

Rafat Nasser Al-Nasser

Administrative Leader | Academic Operations | Office Management | Public Relations

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Professional Summary

Experienced administrative leader with more than 25 years of expertise in academic operations, office management, public relations, records, procurement, event coordination, and digital productivity. Strong Arabic and English communication skills with extensive experience supporting university leadership, faculty, staff, students, and external stakeholders.

Professional Experience

Director, Dean's Office - KFUPM Business School

June 2023 - Present

Administrative Affairs Office General Director - KFUPM Business School

September 2021 - Present

Public Relations Specialist - Department of Accounting & Finance, KFUPM

April 2021 - Present

Administrative Assistant - Department of Finance & Economics, KFUPM

August 2007 - April 2021

Executive Secretary - Saudi British Bank Chair Professor, KFUPM

April 2001 - August 2007

Government Relations Coordinator - Rashed A. Al-Rashed & Sons Company

April 2001

Core Qualifications

- Leadership and staff training
- Statistical data collection, analysis, and reporting
- AI tools: ChatGPT, Microsoft Copilot, DeepSeek, and Google Gemini
- Database management and information technology
- Microsoft Office, Adobe Creative Cloud, Project, Visio, Access, and Outlook
- Procurement, inventory control, records management, and administrative coordination
- Calendar management, meeting minutes, problem solving, and procedural decision-making

Education

Executive Secretary Diploma - Institute of Public Administration, Dammam (1999-2001)

Secondary School Certificate, Scientific Section - Al-Tofial Bin Amro High School, Saihat (1996-1999)

Selected Professional Development

- Essentials of Team Collaboration - LinkedIn (2026)
- Smart Investment and Money Development - Social Development Bank (2023)
- Supply Chain Foundations - LinkedIn (2022)

- Negotiation Skills - LinkedIn (2022)
- Managing Projects with Microsoft Teams - LinkedIn (2022)
- Team Building Skills - Institute of Public Administration (2022)
- Critical Thinking and Problem Solving - LinkedIn (2022)
- Strategic Thinking - LinkedIn (2022)
- Project Leadership - LinkedIn (2022)
- Cybersecurity - Dorooob (2021)
- Social Media Marketing - Hootsuite Academy (2016)
- Executive Secretary and Office Management - KFUPM (2014)