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Skills

Effective Communication — Advanced
Time Management & Problem Solving — Advanced
Teamwork — Advanced
Effective use of computers and office software — Expert

Languages

Arabic Language — Native
English Language — Intermediate
French Language — Beginner

My profile online

Scan the code to visit my profile on the university website.

ABDULRAHMAN AMIN MAJED

Educational Affairs Administrator

Graduate of Islamic University of Minnesota — Master's degree, 2026

Summary

Educational Affairs Administrator at the Quran Memorization Association, with experience in organizing and monitoring Quranic circles, preparing reports and statistics, and leveraging technical systems to enhance educational performance. I seek to utilize my administrative and coordination skills to provide effective support for faculty and students, and to refine operational procedures in line with institutional excellence and the organization's noble mission.

Work Experience

Teacher — 1998–Present

Holy Quran Memorization Association in Buraidah

An experienced teacher proficient in curriculum design and instruction, monitoring students' academic progress, and conducting regular performance evaluations to enhance learning outcomes and cultivate a motivating educational environment.

Education

Master's degree — 2026

Islamic University of Minnesota **University verified**
Arts and Humanities · Arabic Language and Literature
Grade: **SUPERIOR**

Bachelor's in Education — 1999

University of Damascus

Educational Qualification Diploma — 2000

University of Damascus

Certifications & Courses

Attended Al-Atrujah Course and Hadith Councils	Al-Rajhi Mosque - Al-Khaleej - Buraidah	**2011**
Attended Explanation of Al-Shatibiyyah	Imam Asim Institute in Buraidah	**2012**
Towards Distinguished Performance for Quran Teachers Course	Imam Ibn Al-Jazari Institute - Unaizah	**2013**
Digital Transformation and Technical Future Course	Sadeem Platform	**2021**
Tafseer Academy Diploma	Burhan Academy - Saudi Arabia	**2020**
Managing Community Impact	Sadeem Platform	**2022**
International leadership of youth programs	Smart Expertisses Company	**2026**
Maturing projects for charitable organizations	Sadeem Platform	**2024**
Basics of the Narration of Wash via Nafi	Zadi Platform for Open Islamic Studies	**2017**
Course in Workplace Professional Conduct	Sadeem Platform	**2021**
Course in Emotional Intelligence	Holy Quran Memorization Society in Buraidah	**2020**