

# CURRICULAM VITAE

Ahmed khalid AlSulaiman

A7mad2023@gmail.com

+96654999403

Saudi

## Languages

- ❖ Arabic – Native speaker
- ❖ English – Intermediate

## Education

Diploma of Commercial Secondary Institutes **2008-2010**

**G.P.A : 78%**

Major: Official Business

## Education

Al Ahsa College of Technical School in Al-Mubarraz **2010-2011**

**G.P.A : 3.57/5**

Major : Marketing

## Skills

- Leadership skills
- Problem solving skills
- Interpersonal skills
- Computer skills

## Training Courses

- Attendance certificate course in English at the first level Distinction 1432 to 1432 AH.
- Certificate of attendance at a training session to explain the social – insurance system and its implementing regulations from 05/11/1430 to 11/09/1430 AH.
- Certificate of attendance basics of audio and video electronics cycle 1424 to 1424 AH.
- Attend applications course in computer certificate 1427 to 1427 AH.
- Alhussein and Alafaleq Group in the personnel division 1428 to 1428 AH.
- Certificate of self – development 1437 AH.

## Working experience

- ❖ **Admin assistant** **2010-2015**  
**Aldanah Dental center**  
**I worked in several departments, including (reception - purchases - marketing - government relations)**
- ❖ **Admin assistant** **2015-2017**  
**DaVita – Saudi Arabia Headquarters**  
**I worked in several departments, including (supervising maintenance - procurement - marketing - government relations).**
- ❖ **Administrative Director and purchasing manager** **2018-present**  
**Wave café**  
**I worked in several departments (Director - Purchasing Officer - Marketing - Government Relations)**