

# SULTAN MOHAMMED SAHLI

ADMINISTRATION AND HR  
DIRECTOR

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KSA, Jeddah

## ABOUT ME

Strongly focused with the ability to complete tasks accurately in a fast-paced environment with the deadlines.

More than 10 years of business planning and oversight experience. Adept at running activities, producing policies, An inspiring, driven leader who can motivate all employees.

With previous experience Administration, HR and Logistics looking to work in a higher management position where I can lay my experience to the organization which would make me versatile in the industry I work.

## PERSONAL DETAILS

Date of birth  
JUL 20 1985

Nationality  
Saudi

Marital status  
Married

## WORK EXPERIENCE

ADMINISTRATION AND HR DIRECTOR  
FBH GROUP  
HR DEPARTMENT  
MAY 2022 - PRESENT

WESTERN REGION BUSINESS ACCOUNT MANAGER  
SAUDI MANPOWER SOLUTIONS CO. (SMASCO)  
OPERATION DEPARTMENT  
JUL 2014 - APR 2022

DISTRIBUTION SUPERVISOR  
ALFAISALIYA GROUP  
LOGISTICS DEPARTMENT  
MAY 2013 - JUL 2014

TRANSPORTATION TEAM LEADER.  
ALMARAI GROUP  
LOGISTICS DEPARTMENT  
APR 2006 - MAR 2013

## EDUCATION

ASSOCIATE DEGREE IN THE FIELD OF MECHANICAL  
TECHNOLOGY.  
COLLEGE OF TECHNOLOGY - JEDDAH  
2006

## COURSES

TOYOTA CO.  
TECHNICAL MAINTENANCE.

HONDA CO.  
TECHNICAL MAINTENANCE.

ALMARAI CO.  
AVOIDING CONFRONTATION.

CIPD  
PERFORMANCE MANAGEMENT.

INTERNATIONAL GROUP  
SAUDI LABOR LAW

MEIRC  
INTRODUCTION TO MANAGEMENT.

## SKILLS

Conducting risk assessments 90%

Reviewing records 100%

Time management skills 100%

Personnel mentoring 100%

Problem resolution 90%

Communications 100%

Positive learning process 90%

Customer Satisfaction 100%

Quality Control 90%

Financial records and processing 90%

Operational improvement 100%

Project Management 100%

CRM and SAP Systems 80%

Organizational strengths 90%

## LANGUAGES

- English
- Arabic

## KEY SKILLS

- Mature executive with strong interpersonal skills and ability to build strong professional relationship in a multi- culture environment
  - Open to ideas and suggestions.
  - Excellent leadership skills.
- Committed with high level of integrity.

## MAJOR ASSIGNMENT

- Strategy & Plans
- People Management
- Budget Management
- Manpower Planning and Recruitment
- Performance Management and Rewards
- Talent Management and Leadership
- Administrative Execution
- HR Operation
- Relationship Management
- Policies, Processes, Systems & Procedures
- Continuous Improvement
- Health, Safety, Security, Environment