

Sultan Abdulrahman Erake

Riyadh, KSA | 00966 564777470 | Saudi | sultansaaa7@gmail.com

Career Objective

A highly qualified leader with more than 18 years, seeking opportunities to work in a professional environment with enhancing and focusing on the managerial aspects and intricacies of business. I am excited to continue my career with an organization that will utilize my management, supervision & administrative skills to benefit mutual growth and success.

Education & Qualifications:

- **Diploma in Business Administration**, King Faisal University
- **Diploma in Human Resource Management (HRM)**

Training Session

- Cyber security awareness
- Principles of human resource management and the basic concepts and tasks.
- Change managing and challenges for the transformation of government.
- Employee Motivation Training Program.
- Creative Problem Solving and Decision Making
- Advanced Leadership Skills.

Professional Experience:

Supervisor / SGS Saudi Arabian Airlines

Riyadh, KSA –2010 to present

- Supervising activities related to the safety and security checks in the airport.
- Supervising activities related to the safety and security checks in the Private Aviation.
- Communicating with passengers, ground handling agents and cabin crew during delayed flight services.
- Enforce delivery of expected ground service standards.
- Implement policies for ground service operations.
- Investigate root causes of breaches in safety and security standards.
- Provide coaching and feedback to improve team performance.
- Ensure passenger safety and security standards are followed.
- Provide on-the-job training to enhance capabilities of officers.
- Verify accuracy of ground service reports, documents, statistics and invoices.
- Manage staff conflicts and complaints.

Auditing Project of fuel facilities in all airports in the Kingdom and the royal terminal (Modern Architects Contracting COMPANY / Agent of I Jet Company for aircraft maintenance and auditing of fuel facilities) Part-time (2018)

- > Coordinating with stakeholders to implement aircraft maintenance procedures and fuel facilities.

Nova Aviation Consulting Company Part time (2017)

- Administrative coordinator for the preparation and formulation of the tariff system for the Civil Aviation Authority.

Credit Specialist / Banque Saudi Fransi (Head Office)

Riyadh, KSA –2007 –2010

- Analyze and review a customer's credit application and financial records.
- Preparing annual financial reports and credit proposals.
- Undertaking loan approvals and credit underwriting.

Exceptions Associate / SAMBA (Head Office)

Riyadh, KSA –2004 – 2006

- Review accounts with a status of frozen/limit status for payment processing.
- Review daily stop payment requests for accuracy.

customer service / National Commercial Bank

Riyadh, KSA –2002

