

# CURRICULAM VITAE

**Ahmed khalid AlSulaiman**

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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**
- ❖ **Admin assistant** 2015-2017  
**DaVita – Saudi Arabia Headquarters**
- ❖ **Administrative Director and purchasing manager** 2018-present  
**Wave cafe**