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# KHALED ALSUWAILEM

## ADMINISTRATIVE

### ABOUT ME

I have a clear logical mind with a pragmatic approach to problem solving and the drive to see things through to the end.

I have over Nineteen years of experience managing and leading teams across multiple sectors.

I am eager to learn, I enjoy overcoming challenges, and I have a real interest in managing businesses and making organizations successful

### EDUCATION

**business management**  
**Imam muhammed bin saud**  
**alriyadh**  
**2021**

my studies is very nice and I love being a student. I am a well organized person and my goal is to gain valuable knowledge and finish school with a very high GPA. I enjoy my studies because I learn something new everyday. I always finish my homework on time and prepare for the exams ahead of time as well.

### LANGUAGES

arabic

english

### SKILLS

flexibility

team work

Governance, strategy

risk management

Organization

Responsibility

persuasion skill

Diagnostic skills

adaptability

Ability to mentor

google SEO

SASO Saber

GOOGLE ADS

### LINKS

linked in:

<https://www.linkedin.com/in/khalid-alsuwailem-48378118a/>

### PERSONAL DETAILS

#### Date of birth

06/10/1983

### WORK EXPERIENCE

#### Administrative Manager

alsaha / alriyadh / Jun 2009 - Present

- saber
- customs
- communication manager
- Purchases Manager
- Project manager ( for many Project )
- Sales Manager
- key account
- administrative manager
- collection Report
- sales report
- branch Report
- team leadership

#### e commerce manager

hnafeh est / alriyadh / Feb 2019 - Present

#### hnafeh is e commerce for sanitary fittings ( water mixer - water heater .. etc )

- Creation and design of the e-management for the site
- I made e-commerce number 1 in Google Search
- SEO
- social media manager
- Managed approximately 50 Order per day
- Ensure customer satisfaction
- google ads
- Follow up on orders
- Recruit employment
- Competitor analysis
- Google analysis
- maroof Certified

#### customer service

sabb bank / alriyadh / May 2007 - May 2009

#### Representative of banking services in government departments and large companies.

- open new Clients accounts.
- Real Estate Finance
- personal financing
- Branch Report
- Issuance of credit cards
- Opening investment accounts
- Follow up on complaints

#### sales executive

alsaha / Riyadh / Feb 2002 - Apr 2007

- sales director
- sales Report

### COURSES

#### HRM

executive / Dec 2021

#### Introduction to Human Resources Functions

Oct 2020

#### LEADERSHIP ESSENTIALS

May 2020

#### Smart Work Ethics

Sep 2019

#### Labor Education according to Saudi Labor Law

Jan 2019