

PERSONAL INFORMATION Waleed Almutairi

📍 Badar District, Dammam (Saudi Arabia)

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SUMMARY

Over 7 years of experience in customer and client focused working environments, over 1 year of which are in operations management within the general aviation industry with a strong focus on planning, forecasting, and business analytics. I possess strong written and interpersonal communication skills, exceptional business and technical analytical abilities, as well as proven time management and work ethics. My career objective is to develop into an all rounded business professional, with a focus on strategic planning and management. I aim to serve my employer in a national or international leadership role. Ultimately, to be an entrepreneur owning and managing my own business with a clear business and social agenda.

WORK EXPERIENCE

Sep 2010–Aug 2014 **Administrative Supervisor**

📍 Almaimoni General Construction, Dammam (Saudi Arabia)

- Managing several projects. Such as, Buildings, Roads and also Shops
- Planning and structuring projects to reach objectives.
- Leading the workers and organising the tasks.

1 Jul 2014–31 Jul 2014 **Competition Organizer**

📍 Bicycle Race Event, Hommersum (Germany)

- Organizing a race competition for over 250 participators.
- Responsibility of leadership and safety.

1 Apr 2017–31 Aug 2017 **Trainee in Customer Service**

📍 Al Bilad Bank, Dammam (Saudi Arabia)

- Dealing with customer enquiries and directing them to the correct department.
- Learning the fundamentals of the Islamic banking and loaning system by shadowing customer service employees.

1 Oct 2017–30 Oct 2017 **Leader**

📍 Charity Event Organiser, Dublin, (Ireland)

- Raising €1670 for Human Appeal International by organising a football tournament.
- Managing the social media campaign as well as designing flyers, distributing them, creating a Go Fund Me page for online donations.
- collecting donations, contacting venues, sponsors and referees. Shooting and editing a video of the event.

3 Dec 2017–24 Dec 2017 Seller

- Market Stall Trader, Dublin, (Ireland)
- Sourcing products for Christmas season such as beard grooming gifts and jumpers.
- Dealing with customers enquiries and selling to them. Making over €700 in sales in one day.

Dec 2018–Jun 2019 Students Affairs Officer

- CAE OxfordSaudia Authorized Training Center, Dammam (Saudi Arabia)
- Planning the course for the Academy, organizing the terms and the full program starting from the foundation year until the ground school in King Fahad International airport.
- Data entry and word processing.
- Information gathering, planning, and analysis of current system.
- Managing and updating electronic student records
- Team Leader (Managing the team in the admission and registration department) During summer campaign March 2019.

July 2019–May 2020 Operations Officer (FLIGHT SCHEDULER AND DISPATCHER)

- CAE OxfordSaudia Authorized Training Center, Dammam (Saudi Arabia)
- Database administrator for ETA Talon Systems.
- Schedule flight and simulator training activities.
- Overall coordination and integration of flight training resources.
- Responsible for Registering the Aircrafts of the company and issuing all the certificates with GACA (General Authority of Civil Aviation).
- Compiling data for reports.
- Coordination of resources and availability.
- Providing administration support to the Finance department.
- Monitor and track student and instructor performance.
- Reviewing operational trends and efficiencies.
- Day-to-day administration support to flight operations.

May 2020–Present Assistant General Manager of Support Services

▸ RCQE | UNESCO, Regional Center for Quality and Excellence in Education, Jubail (Saudi Arabia)

- Providing all the needs in the in the management fields, with the aim of providing distinguished support services that are appropriate to the nature and status of the work.
- Supervising human resources, administrative and financial affairs, procurement, services and information technology and ensure performing relevant duties perfectly.
- Managing revenues and expenses control in cooperation and coordination with other administrative units.
- Responsible for the improvement of the accounting system used for the preparation of accounting and finance data and information related to the financial position.
- Supervise, audit, and approve RCQE financial statements, and ensure their accomplishment in deadlines.
- Handling the preparation of all financial and accounting reports related financial position.
- Organizing the application and improvement of recruitment procedures, tests and interviews according to laws and instructions.
- Supervising the preparation of staff performance evaluation forms.
- Administrative supervision of workflow in terms of staff attendance and discipline.
- Follow up on all disputes that may arise between RCQE and its staff, reach solutions, and keep all relevant information completely confidential.
- Managing and follow up administrative affairs including maintenance, security, and safety.
- Supervising the payment of wages and salaries after being approved.
- Responsible for the information technology processes including infrastructure, systems, applications, maintenance, and technical support.
- Managing the provision of services needed by administrative units and staff according to RCQE capabilities and policies.

- EDUCATION AND TRAINING

01/09/2013–25/11/2018 Bachelor of Business & Management

♦ Dublin Institute of Technology, Dublin, Ireland

- Third Level Graduate. Elective modules includes: Digital marketing, Strategic marketing, Marketing communication, Human Resources, Managing small business and enterprise studies.
- Writing dissertation on Building Trust in the Organisation.

2 Dec 2018–3 Dec 2018 Training Certificates

♦ TAQAT (National Labor Gateway, Dammam (Saudi Arabia)

- Work Ethics
- Labor Law Awareness Certificate

- Languages

Arabic

English

- Job-related skills

Strategic Planning, Creative and intuitive, Leadership, Strategic Planning, Result oriented, Enthusiastic and dynamic.

- Computer Skills

Highly skilled in:

Talon Systems ETA, Word, Excel, Explorer, PowerPoint, Publisher, Outlook, Adobe Acrobat, Photoshop, Lightroom, Illustrator, InDesign, and HTML.

- Interest and Hobbies

Photography, badminton, running, swimming, soccer, cycling.