



Ibraheem Sulaiman Almutlaq

## Skills

Microsoft Office

Customers Service

Planning & organizing

Rapid learning

Interpretation

## Languages

Arabic

English

## Contact

0557398428

ialmutlaq7@gmail.com



## About Me

I am an organized person who is capable of working efficiently under pressure socially active and craving to work in an environment that enables me to show and grow my creativity and has the spirit of challenge and persistence.



## Education

The Bachelor degree of English language and Translation  
2014 - 2019



## Courses

Associate Professional in HR - International™ (aPHRi)  
Accredited by the American University HRCI  
2021

Project Management Professional (PMP)

Technical and Vocational Training  
2021

Human resource planning course  
Institute of Public Administration  
2020

Human Resource Management  
Technical and Vocational Training  
2019

Computer basics in office work  
Technical and Vocational Training  
2019

Excel skills  
Technical and Vocational Training  
2019



## Experiences

Administrative

Jarir Bookstore  
2013 - 2016

Assistant Manager  
Daily food company  
2017 - 2018