



Sultan Aloboudi

Assistant Trainer

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☎ 0537496675

📍 KSA, Eastern Region

🇸🇦 Saudi

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PERSONAL SKILLS

| | |
|-----------------|------|
| Leadership | 90% |
| Communication | 100% |
| Self-motivation | 80% |
| Decision Making | 90% |
| Team Work | 100% |
| Problem Solving | 80% |

LANGUAGES

| | |
|---------|-------|
| English | ★★★★★ |
| Arabic | ★★★★★ |

SUMMARY

Highly experienced with over 6 years between (Technical Interpreter/ Translator) and (Assistant Trainer) in military field, globally experienced English language program abroad in CANADA, open for a new opportunity, interested in HR, Recruitment and Administration field.

WORK EXPERIENCE

Assistant Trainer

Jan 2018 - Jun 2021

Vinnell Arabia

📍 KSA, Riyadh

- 🕒 Assisted in the development and execution of training plans, and procedures related to the operational mission of supported units
- 🕒 Communicated, coordinated, and organized, during the meetings with the Saudi National Guard Commanders
- 🕒 Responsible for the administrative work of the Microsoft Office (word- powerpoint- excel- outlook)

Technical Interpreter/ Translator

Aug 2014 - Dec 2017

Vinnell Arabia

📍 KSA, Hofuf

- 🕒 Translated written/typed and oral communications between (English & Arabic)
- 🕒 Prepared reports, presented training presentations, schedules, classroom needs
- 🕒 Assisted in the training event with physical ability to move around weapons systems

EDUCATION

Bachelor's Degree in Business Administration

2017 - 2020

King Faisal University

📍 KSA, Hofuf

COURSES

General Industry Safety and Health

2016

SAC For Training & Consulting

Human Resource Management

2017

Saudi Electronic University& Dorroob

Diploma Of Applied Computer Science

2018

Imam Abdulrahman Bin Faisal University

Human Resource Basics

2021

Maroof

Legal Aspects Of Human Resources

2021

Abaad Center

Skills For Building Performance Indicators (KPIs)

2021