Abdulmohsin Fahad Alsufayan

Khobar, Saudi Arabia   ✉ malsufayan@hotmail.com   ☎ 0533670095   🗓 23Oct 1995   ⚑ Saudi National

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💼 OBJECTIVE

A recent business administration graduate with excellent written and verbal communication skills; and a strong ability to interact effectively with various classes of individuals.

💼 PROFESSIONAL EXPERIENCE

Employment Representative in Non-Employee Programs recruitment, Saudi Aramco (Internship)   Jun 2022-Oct2022   Khobar
- Deliver recruitment services including sourcing, appointments, and students offers.
- Short list Universities for new programs, administer active hosted programs, consolidate weekly update of all programs and requesting & Initiating requests.

Customer Experience Executive, Arabian Connection United   Jun 2021-Jun 2022   Khobar
- Conducting market/competitor analysis, developing CRM questionnaire using dynamics and measure KPIs.
- Training staff and new joiners as a part of the hospitality annual plan, handling two pre-opening events (MBS Kuwait, YIJI) in line with enhancing the overall experience of the guests

Guest Relations Supervisor, Independent Food Company   Jun 2016-May 2021   Khobar
- Assign weekly schedules, handling 80-115 daily reservations through sevenrooms system.
- Conducting monthly/annual evaluation for 17 FOH employees, establishing development programs in communication with HR department, attending daily briefings with management.

🎓 EDUCATION

College of Business Administration, Prince Mohammed Bin Fahad University   Sep 2018-Oct 2022   Khobar
Bachelor Degree GPA: 3.18/4

EAP English, Dalhousie University   Aug 2015-Jan 2016   Halifax, NS

📰 CERTIFICATES

- **Certificate of Appreciation** - Arabian connection United May 2022
- **Loyalty award** - Independent Food Company Feb 2020
- **Employee of the year** - Independent Food Company 2017

🌐 LANGUAGES

ENGLISH
Advanced

ARABIC
Native Language

🗣 SKILLS

Analytical ability | Problem-solving skills | Advanced MS Excel, Word, PowerPoint Skills | SPSS

🔳 COURSES

SuccessFactors, Learning IT essential skills