

Abdulahman Alsuraiheed

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Alsuraiheed

OBJECTIVE

Seeking a job opportunity in the business with highly motivated and organized individual accompanied by a strong work ethic. Excellent at collaborating with others and always eager to learn and expand my skillset. My reliability and dependability make valuable asset to the team, and I am consistently looking for new challenges and opportunities to contribute across diverse work environments.

WORK EXPERIENCE

- 09/2024 to current **Teacher**
ALHUSSAN INTERNATIONAL SCHOOL EDUCATION & TRAINING
 - Teaching social studies and create a good environment for the student and the co-workers
 - Doing a management tasks and supervise over student and collaborated with the administrative team to arrange the weekly plan
 - 08/2023 to 09/2024 **Purchasing Agent**

FOOD ART and INVESTMENT
 - Investigate any payment issues or delay for the orders
 - Assist the purchasing manger
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COURSES & WORKSHOPS

- Entrepreneurial Mindset and Crisis Management
 - Executive Assistant series
 - Leadership Skills
 - Microsoft Excel
 - Marketing for startups
 - Creative Thinking skills
 - Labor Education according to Saudi Labor Law
 - Stress Management in the Workplace
 - Introduction to Human Resources Functions
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SKILLS & STRENGTHS

- Microsoft Office

- Graphic design
- Advertising
- Leadership
- Multitasking
- Public Speaking
- Tutoring
- Project Planning
- Critical Thinking

EDUCATION

Bachelor Degree in Language and Translation, 2024 with 4.22 GPA
Imam Mohammad Ibn Saud University

LANGUAGES

- Arabic
- English