

# ATHEER KHALEID

## Bachelor of Business Administration

 tabuk

 0538367791

 atheerkhaleid@gmail.com

### • About me

Business Administration graduate from the University of Tabuk, completed a remote cooperative training program in 2020. Gained foundational knowledge in business operations and remote task management. Possess strong academic background in management, marketing, and business development. Seeking to join a professional work environment that supports growth and innovation. Known for being committed, a fast learner, and adaptable to modern work methods.

### • Career objective

- I would like to work in an environment that encourages growth and professional development, and to be part of a team together in achieving excellence.

### • Training courses

- Business Administration Basics
- Introduction to Microsoft Office
- Quality Management
- Principles of Administrative Leadership
- Management Decision Making in Business
- Problem Solving with Customers
- Human Resources
- Project Management
- Entrepreneurship Basics
- Time Management
- Ethics in the Workplace
- Work Stress
- Leadership and Team Management

### • Personal skills

- Creative middle
- Punctuality
- Collaboration and flexibility with the team
- Guidance and guidance
- Management of multiple tasks
- Initiative
- Sense of responsibility
- Self-motivation
- Response to stress

### • Languages

- arabic-native
- english-average (writing-speaking)