

Haitham Mohammed Al.Sulaiman

Address : Jeddah. Saudi Arabia
Email : haythm.suliman@gmail.com.
Mobile : 966553530379

Education : Jan 2003 - Jun 2005.

Technical college Diploma from Jeddah Technical College, Administrative Technology section
Accounting major.

Objective : I am motivated and collaborator who possess knowledge and expertise in aviation operation, sales, and customer care with a good record of team achievement, I can bring positivity support to the team and management, maintaining high standard and assisting my team to achieving their objective. I am confident to add value to the organization and ensure to give good services possible.

Experience :

- Apr 2009 - Feb 2024
Supervisor Operation - Saudi Ground Services. Jeddah.
- Nov 2007 - 2009 - Jan 2009
Customer Care - Mullak International instalment Company. Jeddah.
- Oct 2007 - Jan 2008
Store Manager - Fawaz Alhukair Company. Jeddah.
- Nov 2006 - Aug 2007
Sales Representative - Mani Group for Operation & Maintenance. Jeddah.
- May 2004 - Dec 2004
Beauty advisor / Radwa Trading Company. Jeddah.

Skills :

Train Employees	Time Management .
Daily Operations	Statistical Data Analysis
Customer Service	Supply Ordering
Data Processing	Staff Rostering
Vacation Planning	Interview Preparation
Accident / Incident Investigation	Supervisory Skills
Team Leadership	Multitasking
Problem Solving	Building Trust

Training :

- 1. SAUDI GROUND SERVICES CENTER:**
 - Introduction to cyber security. Dec 2023.
 - Supervisor soft skills. Oct 2021
 - Passenger Right Protection Regulation. Feb 2021.
 - Safety / Security / Emergency Response. Aug 2021.
 - Safety Management System. Oct 2023.
 - Employee Performance Management System. Jul 2021.
 - Human factor. Aug 2022.
 - Goal Setting / Problem Solving & Decision Making. Jun 2019.
 - Communication Strategies. 11Mar 2019 - 12 Mar 2019.
 - Personal Effectiveness. 13 Aug 2018 - 16 Aug 2018.
 - Aircraft Turn Around Coordinator. 08 May 2018 - 10 May 2018.
 - Leadership & influence. 20 Dec 2017 - 21 Dec 2017.
- 2. OTHER TRAINING CENTER:**
 - LEAD – workshop for 03 Month in the first quarter of 2022 from LeapToSuccess consulting, training and development company for below subject:
 - ✓ Customer services excellence.
 - ✓ Essential supervisory skills.
 - ✓ Communicating with EI.
 - TOT course from Scientific Administrative Institute. 14 Jul 2018 - 18 Jul 2018.
 - RMI from IATA. 09 Jul 2017 - 13. Jul 2017.
 - English course from Jeddah International Training Institute 28 Apr 2007 - 11 Jun 2007.