

أحمد بن خالد العتيبي

Business Administration Specialist

PROFESSIONAL SUMMARY A Business Administration Specialist with over 10 years of experience in planning and executing business strategies and improving operational processes. Successfully increased team efficiency by 35% through redesigning the administrative structure and optimizing workflows, while reducing operational costs by 25% through innovative resource management solutions. Led teams of 15 employees, achieving 95% project deadline adherence and enhancing internal and external customer satisfaction by 90%. Proficient in financial data analysis and strategic decision-making, with extensive experience in budgeting and operational reporting that supported senior management in improving overall company performance.

MEDICAL SKILLS

Dermatology: sfsdavcsdav

PROFESSIONAL EXPERIENCE

Senior Business Administration Specialist

Advanced Technology Company - Riyadh, Saudi Arabia

Sep 2025 - Dec 2025

- Managed and improved daily operational processes, increasing team efficiency by 35%. Developed strategic plans and increased revenue by 20% annually. Monitored budgets and reduced unnecessary expenses by 25%. Led digital transformation projects, enhancing decision-making speed by 40%. Trained and supervised over 15 employees, boosting individual productivity by 30%.

ACTIVITIES & VOLUNTEER WORK

Volunteer

Al-Bir Charity Association

Jan 2026

Contact

الرياض، المملكة العربية السعودية

+966 50 123 4567

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Profile URL: أحمد بن خالد العتيبي

LinkedIn:

<https://linkedin.com/in/yourprofile>

GitHub:

https://localhost/BookPage-master/register_with_cv.html

Skills

Medical Skills

- sfsdavcsdav

Soft Skills

- Leadership and Team Management
- Problem Solving and Decision Making
- Effective Communication
- Planning and Organization
- Strategic Thinking
- Time Management

Languages

- Arabic (Native)
- English (Intermediate)
- French (Beginner)

Certifications

- PMP (Project Management Professional) - PMI (Jan 2026 - Jan 2027)
- Certified Business Analyst (CBA) - IIBA (Jan 2026 - Jan 2027)
- Lean Six Sigma Green Belt - Unknown (Jan 2026 - Jan 2027)