

أحمد بن خالد العتيبي

BUSINESS ADMINISTRATION SPECIALIST

Location: 4567 123 50 966+ | المملكة العربية السعودية | الرياض | exam22ple@email.com | View Profile | LinkedIn: linkedin.com/in/yourprofile | GitHub: localhost/BookPage-master/register_with_cv.html

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.

PROFESSIONAL EXPERIENCE

Senior Business Administration Specialist, Advanced Technology Company

Sep 2025 - Dec 2025

Riyadh, Saudi Arabia

- 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%.

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

LANGUAGES

Arabic: Native, English: Intermediate, French: Beginner

SOFT SKILLS

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

ACTIVITIES & MEMBERSHIPS

- Volunteer (Al-Bir Charity Association)