

أحمد بن خالد العتيبي

Business Administration Specialist

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LinkedIn: [linkedin.com/in/yourprofile](https://www.linkedin.com/in/yourprofile) | GitHub: [localhost/BookPage-master/register_with_cv.html](https://github.com/localhost/BookPage-master/register_with_cv.html)

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%.

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

SOFT SKILLS

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

LANGUAGES

Arabic - Native

English - Intermediate

French - Beginner

ACTIVITIES & VOLUNTEER WORK

Volunteer

Al-Bir Charity Association

Jan 2026