
SULAIMAN HUSSAIN M WUHAYSH

Dammam, Eastern 44981 ♦ 966569928120 ♦ sulaiman2018w@gmail.com

WEBSITES, PORTFOLIOS, PROFILES

- [linkedin.com/in/sulaiman-wuhaysh-385169299](https://www.linkedin.com/in/sulaiman-wuhaysh-385169299)

PROFESSIONAL SUMMARY

As a public relations representative at Al Dana Recruitment Office, I have gained valuable skills and experiences in the human resources field for over eight years. I have worked in various departments, such as customer service, public relations, and English translation, and have earned the trust of our clients. I have also contributed to the growth and reputation of our office by building and maintaining positive relationships with our stakeholders, such as employers, employees, media, and government agencies. I am passionate about learning new languages and cultures, and I have a proficiency level in English, which I use in my translation work. My goal is to acquire new skills and experiences for a successful and bright future, with the help of Allah. I am always eager to take on new challenges and opportunities that will allow me to grow personally and professionally.

SKILLS

- | | |
|------------------------|--------------------------|
| • Human Resources (HR) | • Microsoft Office |
| • Recruiting | • Teamwork |
| • English Translation | • Strategic Planning |
| • Communication | • Data Entry |
| • Public Relations | • Performance Management |
| • Problem Solving | • Conflict Resolution |

WORK HISTORY

Human Resources Recruiting Specialist, 03/2016 - 10/2023

Al Dana Recruitment Office

Data Entry Operator, 04/2015 - 02/2016

Aptec Contracting Company – Dammam, Saudi Arabia

- Completed data entry tasks with accuracy and efficiency.
- Maintained files, records and chronologies of entry activities.
- Scanned documents and saved in database to keep records of essential organizational information.
- Corrected data entry errors to prevent duplication or data degradation.

Public Relations Representative, 01/2014 - 10/2014

Hani General Service Office – Dammam, Saudi Arabia

- Planned and organized seminars, meetings and retreats.
 - Raised brand awareness through consistent marketing efforts and product campaign launches.
 - Built professional relationships with distributors, customers and media staff by attending trade shows.
 - Designed and created campaign e-mail invitations, articles and marketing videos.
 - Represented organization to customers, public, government officials and other external sources.
- Developed key and valued relationships with customers, public, government officials and other external sources by resolving issues quickly and implementing [Type] process.

EDUCATION

Secondary School Graduation: Expected in 01/2033

ALSHATI SECONDARY SCHOOL

CERTIFICATIONS

Computer course in office work, Model Institute for Technical Studies - Kingdom of Saudi Arabia - Eastern Province, 27/349

HONORS AWARDS

Certificate of Thanks and Appreciation, Spectrum Arabia Higher Institute for Training - Kingdom of Saudi Arabia - Eastern Province, 06/01/2014

LANGUAGES

Arabic: Native language

English: C1



Advanced