

Sultan Mohammed Almousa

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📍 Khobar, Saudi arabia

Summary

Eager to apply my skills and experience in a dynamic and innovative setting, aiming to contribute to organizational growth and success. Passionate about roles that foster creativity, collaboration, and continuous professional development.

Professional Experience

Administrative Assistant Alasala Colleges	10/2025 – Present Dammam, saudi arabia
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Administrative assistant Earadat Company - AHQ Group (Working within the Bus Operations Department at Saudi Aramco)	01/2025 – 09/2025 Abqiq, Saudi Arabia
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- Assisted daily bus operations in Abqiq.
- Tracked attendance and prepared basic bus condition reports.
- Logged passenger counts and handled permit and ID renewals.
- Provided general admin and logistics support.

Data entry najeeb auto - Logistics And Supply Chain Management department	03/2024 – 01/2025 Dammam, Saudi Arabia
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- Entered and organized logistics data accurately using Excel.
- Shared information between departments and answered data inquiries.
- Prepared simple weekly data quality reports.
- Processed a high volume of records quickly and accurately.

Education

Bachelor in Sharia and Islamic Studies King Faisal University	03/2019 – 06/2023 Hufuf, Saudi Arabia
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Courses

Certified Business Professional in Leadership International Business Training Association (IBTA)	08/2025
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Anti-Money Laundering

Leadership Skills

Communicate Effectively with Customers

Skills

Critical thinking skills	Familiar with windows office programs
Ability to work under team structure	Excellent communication skills
Strong interpersonal skills	

Languages

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| • Arabic | • English |
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