

Thamer Sudan Al-Mutairi

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Professional Summary

Seeking to apply my acquired experiences within a competitive work environment that enhances my ability to progress and fulfills my passion to gain experience and skills.

Education

Bachelor's Degree – English Language
Shaqra University – 2019

Experiences

Abdullah Al Othaim Markets

- **Central Markets Manager** | 07/2019 – 04/2025
Annual Evaluation: 98/100
- **Central Markets Supervisor** | 04/2017 – 07/2019
Annual Evaluation: 98/100
- **Senior Sales Cashier – Central Markets** | 04/2016 – 05/2017
Annual Evaluation: 98/100
- **Sales Cashier – Central Markets** | 04/2015 – 05/2016

Certifications & Courses

- **3-Month English Language Course – King's British Institute**
- **Administrative Assistant**
- **Human Resources Specialist Skills**
- **Awareness of ISO 22000 & Food Safety Management System**
- **English Language Course (Introductory Level)**
- **Sales Accountant (3 Months)**
- **Professional Workplace Etiquette**
- **Administrative and Supervisory Skills**
- **Occupational Health and Safety**
- **Executive Secretarial Skills**
- **Certificate of Appreciation – Al Birr Charitable Society (Shethath Center)**

Technical Skills

- **Proficient in using computers, MS Office, and search engines**
- **Demonstrates tact and professionalism**
- **Skilled in time management and prioritization**
- **Capable of performing effectively under pressure**
- **Contributes efficiently within a team environment**
- **Passionate about learning and self-development**

Languages

- **Arabic: Native**
- **English: Good**