

Saleh Sulaiman

Al Madinah, Saudi Arabia
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Professional Summary

Motivated and detail-oriented professional with hands-on experience in team supervision, quality assurance, lab work, and material analysis. Strong background in operational management and technical skills gained through various roles across diverse industries. Known for reliability, problem-solving, and a proactive attitude towards continuous development.

Professional Experience

Chocomood – Supervisor | Jan 2021 – Apr 2024

- Led a team to meet operational targets and implemented development plans.
- Ensured smooth daily operations and contributed to improved team productivity.
- Focused on customer satisfaction and internal workflow efficiency.

Shamwa – Supervisor | May 2020 – Nov 2020

- Oversaw quality assurance of materials used in production.
- Prepared detailed reports using Microsoft Excel and Word.
- Supported coordination between departments to streamline processes.

General Syndicate of Cars – Field Worker | Jun 2019 – Sep 2019

- Participated in field operations, focusing on logistical and administrative support.

Al Madinah Region Development Authority – Field Worker | May 2018 – Jul 2018

- Assisted in on-site data collection and contributed to local development projects.

Key Skills

- Team leadership and performance management
- Quality control and reporting using Microsoft Office
- Report writing and documentation
- Research & Development (R&D)
- First aid and emergency response
- Hands-on experience with lab safety and MSDS
- Equipment troubleshooting and maintenance
- Chemical testing and analysis (UV-VIS, IR spectroscopy, purity, melting point)

Certifications

- PMP Exam Preparation Course (Aug 2023)
- Emergency First Response (CPR & First Aid) (Aug 2023)
- Professional Chocolate Making Course – Egypt (2024)
- Microsoft Office (Aug 2017)
- Teamwork & Communication (Aug 2017)
- Self-Development – Self Esteem & Efficacy (Jul 2017)
- Photography & Photoshop Basics (Oct 2017)
- English Language Course (Jul–Sep 2018)

Education

Bachelor of Science in General Chemistry

Taibah University – Al Madinah, Saudi Arabia

2018 – 2022 | GPA: 3.85/5

Achievements

- Received scientific recommendation from Prof. Dr. Sayed M. Riyadh (Organic Chemistry).
 - Completed the “Perfect City” course by Saudi Aramco (2014–2015).
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