

Suleman Almutawa

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EDUCATION

Shaqra University

Bachelor of Science: Computer Science

Dec 2019 – Jun 2025

WORK EXPERIENCE

Sales & Repair Associate

Gaith Telecommunication Store (Electronics Retail and Repair Shop) – Riyadh

Feb 2021 – Feb 2022

- Delivered tailored mobile solutions and accessories, boosting sales by 25% and consistently exceeding monthly targets.
- Completed an average of 15+ device repairs per week (screen replacements, battery changes, water-damage fixes) with high customer satisfaction.
- Increased store revenue through effective upselling and cross-selling strategies.
- Managed daily store operations, reducing stock shortages by 20% through proactive inventory and supplier coordination.
- Processed 50+ customer transactions daily, ensuring accurate cash handling and smooth store operations.

CERTIFICATIONS AND TRAINING COURSES

Quality Training Academy, English Language Course

Jul 2019 – Aug 2019

- Strengthened proficiency in English grammar, conversation and business writing, enhancing communication skills for professional settings.
- Practiced oral and written communication through interactive exercises and presentations.
- Developed greater confidence in using English for workplace correspondence and collaboration.

Quality Training Academy, Computer Skills Course

Jul 2019 – Aug 2019

- Acquired hands-on skills in Microsoft Office (Word, Excel, PowerPoint) for creating reports, spreadsheets and presentations.
- Learned efficient computer operation and troubleshooting to support day-to-day office tasks.
- Built a foundation in digital literacy and data management, improving accuracy and productivity in administrative work.

Electronic Devices Maintenance Course

Mar 2021 – Mar 2021

- Gained hands-on training in diagnosing and repairing smartphones, tablets and electronic accessories, focusing on accuracy and efficiency.
- Performed maintenance tasks such as screen replacements, battery changes and water-damage restoration, applying systematic troubleshooting methods.
- Strengthened technical problem-solving skills and the ability to follow structured repair procedures, ensuring high-quality outcomes.

EXTRACURRICULARS

DIY Workshop Projects

May 2020 – Present

- Completing projects in welding, carpentry and electronic repairs, demonstrating strong technical ability and problem-solving skills.
- Built and repaired a variety of household and electronic items, showing creativity, precision and hands-on expertise with tools and materials.
- Applied safety practices and efficient work methods while managing independent projects from start to finish.
- Strengthened mechanical skill, attention to detail and practical knowledge, directly transferable skills.

SKILLS AND HOBBIES

IT Skills: Java, Python, C++, SQL, HTML, Microsoft office.

Languages: Arabic (Native) and English (Professional working proficiency).