# CURRICULUM VITAE

**Mr. Sulaiyam Nasser Salim Al Ghaithi** Address: P.O. Box 1185 PC 132 Al Khould Mobile:96983505 Email: [sleyimbob@gmail.com](mailto:sleyimbob@gmail.com)

**Nationality:** Omani

# PERSONAL PROFILE



Seeking challenging and rewarding assignments on the job within an organization of high reputation where I can get the opportunity to learn, grow, and expand my thinking Likewise I am looking for a platform where I can positively contribute towards taking the company to the next level with my diligence, integrity, and expertise. I am keen to expand my knowledge, creativity and experience, to enhance the company profits and adding value to its operations.

# ACADEMIC QUALIFICATIONS

* 2017 IELTS academic score (6.0)
* 2016 Swinburne University of Technology Diploma of Business (Management)
* 2013 Swinburne University of Technology (Certificate of completion UIIE,)
* 2010 Mossa Bin Nazir School (Diploma Of higher Education)

# PROFESSIONAL TRAINING AND QUALIFICATIONS

* 2016 Lead Auditor OHSAS 18001:2007 IRCA

 2016 IOSH Managing safety

# LITERACY SKILLS

Competent use of English, Arabic and Swahili (Speaking, Listening, Writing and Reading)

# COMPUTER SKILLS

Excellent in Microsoft Office Applications – (Word, Excel, PowerPoint etc)

# PERSONAL HOBBIES

Reading daily news, gym and monopoly

# STRENGTHS

* Able to manage conflicts in the group
* Able to work closely with internal and external team as well as client's to ensure projects are positively affected,
* Ability to work effectively as an individual and as a part of a team (team membership and leadership skills)
* Able to follow instruction closely with minimal supervision

# EMPLOYMENT HISTORY

1. July 2016- Travel Agency Avis Rent a Car Travel and Tour, Oman Responsibilities Included:
   * Monitoring assigned drivers,
   * Planning and controlling designated cars
   * Works as sales agent and customer service
   * Record stock daily
2. 2013- Founder of Yellow Plate Café, Responsibilities Included:

2013- July 2016

* + Responsible in setting up the company in terms of organization structure
  + Handle the company transaction records
  + Responsible for the promotional activities for the company to ensure consistent customer patronage.

# EXTRA – CURRICULAR INVOLVEMENT:

2014, Member of Swinburne Charity Club, Swinburne University of Technology co-organizer

* + Organized classes to underprivileged children
  + Help to contribute food to underprivileged family in rural areas

2013-2014, Swinburne University of Technology JCI, Member of junior Chamber international

* + Development opportunities that empowers young people &Create positive change

# REFERENCES

1, Ms. Cynthia Aling

Lecturer, Faculty of Business and Design,

Swinburne University of Technology Sarawak Campus, JalanSimpangTiga, 93350 Kuching, Sarawak,

Ema[il: caling@swinburne.edu.my](mailto:caling@swinburne.edu.my) Telephone: 082-260981

2, Dr. VoonMung Ling

Lecturer, Faculty of Business and Design

Swinburne University of Technology Sarawak Campus,

JalanSimpangTiga, 93350 Kuching, Sarawak. Email: [mvoon@swinburne.edu.my](mailto:mvoon@swinburne.edu.my) Telephone: 082-260707

3, Sarath Nair Operation Manager

JD Institute of health and safety (MIDDLE EAST) ALKhuwair –Muscat,Sultanat of Oman

Ema[il: sa@jdhse.com](mailto:sa@jdhse.com) Telephone: 92281751, 24391611

# Personal Data:

Date of Birth: 7th March, 1992 . Marital Status: Single Gender: Male

# REFERENCES (Will be provided on request)