



# Al-Waleed Sulieman

## Zahir Al Abri

📍 Nizwa, Oman



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### PROFESSIONAL SUMMARY

To utilize my technical and management skills for achieving the target and developing the best performance. I would like to implement my innovative ideas, skills, and creativity for accomplishing the projects.

### SKILLS

- Hardware and software monitoring
- Hardware and software installation
- General management and administration
- Strong communication and interpersonal skills.
- Adaptability
- Advanced research skills

### WORK HISTORY

**LECTURE IN COLLEGE OF ECONOMICS, MANAGEMENT AND INFORMATION SYSTEMS** 01/2018 to *CURRENT*

**lecture in College of Economics, Management and Information Systems | Nizwa, OMAN**

- Delivered in-depth Networking training, imparting knowledge of best practices for protecting data and minimizing errors.
- Improved the Networking lab materials by adding new features and infrastructure
- Oversaw installation of software programs and hardware systems to meet requirements specially in Networking.
- Participated in internal audits regarding quality management system.
- Developed flowcharts and diagrams to describe and lay out logical operational steps.
- Closely collaborated with project members to identify and quickly address problems.

**ADMISSION COORDINATOR**

02/2013 to *CURRENT*

**Admission Coordinator | Nizwa, OMNA**

- Collaborated closely with deans and prospective students by answering questions, interpreting and administering contracts, and effectively alleviating issues.
- Headed strategy meetings to gather student information by coordinating with faculty members.
- Strengthened operations by aligning processes to capitalize on new educational trends.

- Conferred with educators to identify current classroom concerns and diversify instructional strategies.
- Devised strategies to reduce expenses, modernize operations and revamp procedures to improve institution operations.
- Increased school registrations over 23% with improved promotional approaches, outreach strategies and parent engagement plans.
- Collected, sorted and reviewed marketing information and produced timely corporate reports.
- Led streamlined scholarship auditions and managed from initial meeting to course registration.

## HR SPECIALIST

11/2011 to 02/2013

### Suhail Bahwan Automobiles | Muscat, OMAN

- Maximized team knowledge and productivity by effectively training, monitoring and directing employees in application of best practices and regulatory protocols.
- Partnered with senior leadership to establish and develop corporate and HR policies and procedures.
- Assisted senior management with making key decisions by developing and submitting performance and compensation reports with status updates and improvement recommendations.
- Developed disaster and recovery strategy to prepare company for hazardous weather conditions, nuclear accidents and terrorist attacks.
- Administered benefits programs, analyzed compensation and other competitive data and prepared budgets.
- Worked alongside global business leader to deploy new training strategies.
- Oversaw and managed hiring process and assisted human resources.
- Reviewed and screened applicant resumes to identify qualified candidates.

## MAINTENANCE AND FORMATTING COMPUTERS

01/2011 to 11/2011

### Maintenance and formatting computers and to deal with internet devices broadcast | Nizwa, OMAN

- Performed duties in accordance with all applicable standards, policies and regulatory guidelines to promote safe working environment.
- Resolved problems, improved operations and provided exceptional service.
- Developed and implemented performance improvement strategies and plans to promote continuous improvement.
- Worked to maintain outstanding attendance record, consistently arriving to work ready to start immediately.

## EDUCATION

### Master of Science | Information Systems University Of Nizwa , Nizwa-OMAN

### Bachelor of Science | Network Technology Sur College Of Applied Science, Nizwa-OMAN

## REFERENCES INFORMATION

### High School Diploma

Abu Al Aswad School, NIZWA - OMAN

### REFERENCES

#### **Dr. Aiman Moyaid**

Assistant Professor and Acting Head of Information Systems Department  
University of Nizwa

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#### **Dr. NourEldin Mohamed Elshaiekh**

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#### **Mr.Mohasen Al Abri**

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