

Majed Al Hatlani

CONTACT INFO

Phone: 0590655529

Address: Al Rabwah, Riyadh 12833

Email: majed.csu1@gmail.com

Enthusiastic and eager to contribute to team success through hard work, attention to detail and excellent organizational skills. Trained in business management, sales, supply chain processes, and management of client relationships. Motivated to learn, grow and excel in all aspects of the field of Business Administration. Fluent in English and Arabic, and learning French as a third language with a level 1 completion Diploma.

EDUCATION

Cleveland State University. GPA: 3.37/4

Business Administration: Supply Chain and Operations Management (08/2018)

DEAN'S LIST (JAN 2017- SEPT 2017)

ACADEMIC EXPERIENCE

- Conducted over 20 hours of site visits to 7 locations; factories, manufacturing and operational sites, distribution centers, and management facilities, including Vitamix, Fastenal, Tronair, MTD Products, Parker Hannifin, Cleveland Clinic, and The Port of Cleveland.
- Completed Lean Six Sigma Team Collaboration Project: Applied (5S) and lean concepts to improve inventory efficiency of a NASA storage unit.

PROFESSIONAL EXPERIENCE

DMG MORI, Riyadh

Office Manager

11/2022 - PRESENT

- Manage Daily tasks and ensure proper and effective collaboration among team members.
- Ensure the smooth flow of operation by handling required managerial processes.
- Maintain strong relationships with customers and ensure highest standards of services.

German Medical Centre, Khobar

Administrative Manager (KSA Manager)

04/2022 - 10/2022

- Planned and developed policies and procedures, analyzed sales, and reviewed business performance.
- Manage all the administrative operations for the center and the staff, and organized training for employees.
- Implemented marketing strategies for local customers to generate sales and build a customer base.

Abyat, Khobar

09/2021 - 04/2022

Executive Assistant (Sales Operations)

- Support Implementing 2022 annual budget for Eastern Province branch and 2 audit processes.
- Organized training and development programs to more than 70 employees, and following up with their training on daily basis.
- Analysis of reports from the SAP system, and ensuring performance compliance.
- Support organizing 3 marketing campaigns (Al-Rajhi Bank, National Day, "End-of-year Red Dot mega sales").

Medtronic, Khobar

09/2019 - 07/2020

Sales Representative (B2B)

- Managed 5 client's relationships, coordinating with delivery teams to ensure on-time delivery of items, and achieving 100% market share in different therapies and items across Eastern Province.
- Found solutions to handle out of stock issues to ensure proper delivery within 24 hours.
- Implemented growth planning strategies and analyzed opportunities to acquire market share in 4 major cities, by negotiating deals and services to 6 major accounts, and implemented 2 marketing strategies to increasing customer satisfaction.

SKILLS

- Teamwork and Leadership
- Microsoft Excel, Word, PowerPoint
- Customer Relationship and Account Management
- Interpersonal Skill and Negotiation

CERTIFICATIONS AWARDED: (8)

- Lean Six Sigma Green Belt Certification (SSGI).
- HubSpot (3): 1) Sales Management Certificate. 2) Inbound Marketing Certificate. 3) Inbound Sales Certificate.
- Medtronic (2): 1) Experience Certificate. 2) Certificate of Appreciation.
- French Ministry of Education: Delf A1 (Level 1 Diploma).
- EF SET: Certificate of Completion (Proficient Level).

LANGUAGES

Arabic (Native), English (Native), French (Level 1)



Majed Al Hatlani

(Business Administration)

November 2022
+966590655529

Al Rabwah, Riyadh
Kingdom of Saudi Arabia

Dear Human Resources Department

I've had high exposure to management, administration, sales, and marketing duties through my jobs with "German Medical Centre", "Abyat", and "Medtronic". Where the daily jobs' requirements included intense local marketing, generating sales, maintaining public relationships, managing maintenance, ensuring compliance, and delivering a great customer experience.

I've also had high exposure to the B2B sales and marketing industry through extensive marketing of different product lines as a medical sales representative for "Medtronic", where communication and building relationships was key.

I was responsible to serve and manage relationships with 6 different hospitals in the eastern region of Saudi Arabia as a "Medtronic" structural heart sales representative, where I had to market different products to end users through different strategies.

Graduated from the United States with "Business Administration" degree in the field of "Operations and Supply Chain Management", where I completed an internship class that included visiting and making analysis of 11 major companies and their operational areas, manufacturing sites, and facilities.

Speak 3 languages: Arabic, English and French. Natively fluent in both Arabic and English; with business level communication skills in both languages, and currently learning French as a 3rd language as a beginner; academically in-person by class attendance, at a certified French institute (Alliance française, Khobar, Founded 1883 in Paris).

Motivated to learn and adapt and become a productive part of any organization that I join. I am committed to always giving my best and finding opportunities for continuous improvement.

Sincerely,
Majed Ahmad Alhatlani.

Cleveland State University

Monte Ahuja College of Business

THE PRESIDENT AND THE BOARD OF TRUSTEES OF CLEVELAND STATE UNIVERSITY
UPON RECOMMENDATION OF THE FACULTY HAVE CONFERRED UPON

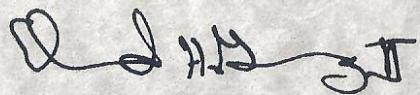
Majed Al Hatlani

THE DEGREE OF

Bachelor of Business Administration

Cum Laude

IN RECOGNITION OF THE SATISFACTORY FULFILLMENT OF THE REQUIREMENTS
PERTAINING TO THIS DEGREE CONFERRED AT CLEVELAND, OHIO,
THIS TENTH DAY OF AUGUST, TWO THOUSAND EIGHTEEN.



ED H. ST. JOHN
CHAIRMAN OF THE BOARD OF TRUSTEES



H. M. SANDS
PRESIDENT OF THE UNIVERSITY



S. P. LUBNOW
DEAN

CERTIFICATE OF APPRECIATION

Dear Majed Al Hatlani,

We extend our gratitude and appreciation to your commitment to deliver on Medtronic's Mission.

Your passionate effort to support the cardiac surgery related therapies has helped save patient lives in FY20.

Thank you for everything that you do and wish you much success.



Matt Leafstedt

VP CSSH
EMEA



Eman Aly

VP CVG
CEMA



Medtronic
Further, Together

SIX SIGMA GLOBAL INSTITUTE

THIS IS TO CERTIFY THAT

Majed Al Hatlani

HAS BEEN FORMALLY EVALUATED AND MET THE REQUIREMENTS SET FORTH BY SIX SIGMA
GLOBAL INSTITUTE TO BE AWARDED THE TITLE OF CERTIFIED LEAN SIX SIGMA GREEN BELT
PROFESSIONAL.



A handwritten signature in black ink, appearing to read "Zachary R. Shore".

Zachary R. Shore | Managing Director | SSGI

www.SixSigmaGlobalInstitute.com

October 9, 2022

ID Number: 59855226





Inbound Marketing Certified

Majed Al Hatlani

The bearer of this certificate is hereby deemed fully capable and skilled in applying inbound marketing techniques. They have been tested on best practices and are ready to take an inbound approach to creating content, using social promotion, converting and nurturing leads, and marketing to customers.

Certified: Feb 14 2022 - Valid until: Mar 16 2023

Certification code: e745c3a3234d485faee45c193df75935

HubSpot Academy


CEO Yamini Rangan



Liberté
Égalité
Fraternité

RÉPUBLIQUE FRANÇAISE
MINISTÈRE DE L'ÉDUCATION NATIONALE, DE LA JEUNESSE ET DES SPORTS

FRANCE
EDUCATION
INTERNATIONAL | DELF
DALF

DIPLÔME D'ÉTUDES EN LANGUE FRANÇAISE

DELF A1

Niveau A1 du Cadre européen commun de référence pour les langues

Le directeur général de France Éducation international atteste que :

Majed AL HATLANI

né(e) le 11/01/1993 à AL KHOBAR (ARABIE SAOUDITE)

de nationalité saoudienne

*a satisfait aux épreuves du diplôme d'études en langue française niveau A1,
et devient titulaire de plein droit de ce diplôme.*

Fait à Sèvres, le 21/06/2022

Le directeur général de France Éducation international

n° de candidat : 966003-010700

RELEVÉ DE RÉSULTATS

Nom et prénom : AL HATLANI Majed

Nationalité : saoudienne

Date et lieu de naissance : 11/01/1993 AL KHOBAR (ARABIE SAOUDITE)

N° de candidat : 966003-010700

Conformément aux dispositions de l'arrêté du 7 juillet 2005, le titulaire de ce diplôme a subi avec succès les épreuves constitutives du diplôme d'études en langue française niveau A1, avec les résultats suivants :

session :	2022-05-T	centre d'examen :	Dammam - Al Khobar (ARABIE SAOUDITE)
ÉCRIT	Production	note	23.50 / 25
	Compréhension	note :	25.00 / 25
ORAL	Production	note :	19.00 / 25
	Compréhension	note :	22.00 / 25
		NOTE FINALE :	89.50 / 100

Le DELF niveau A1 est délivré à tout candidat ayant obtenu une moyenne minimale de 50 points à l'ensemble des épreuves, avec un minimum de 5 sur 25 dans chaque épreuve.

Le DELF et le DALF comportent sept niveaux. Les compétences évaluées pour chaque niveau correspondent à celles décrites par le Cadre européen commun de référence pour les langues :

- DELF A1.1, A1 et A2 : utilisateur élémentaire
- DELF B1 et B2 : utilisateur indépendant
- DALF C1 et C2 : utilisateur expérimenté

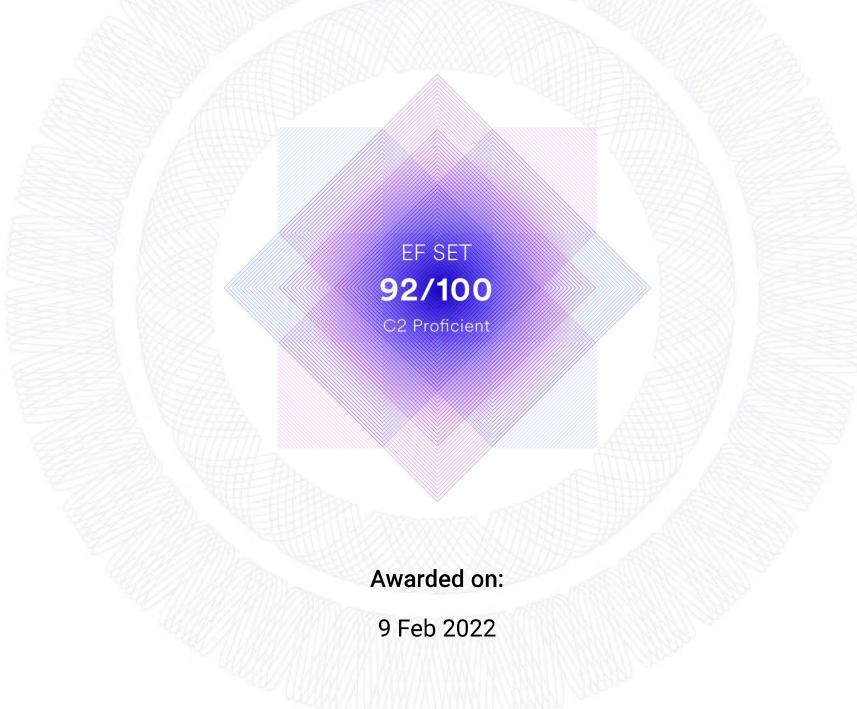
n° de diplôme : 966003-202205T-6066484



This is to certify that

Majed Al Hatlani ماجد الهطلاوي

has successfully completed the EF SET Certificate
and has earned the English level:



Awarded on:

9 Feb 2022

Understanding the results

EF SET	1-30	31-40	41-50	51-60	61-70	71-100
CEFR	A1 Beginner	A2 Elementary	B1 Intermediate	B2 Upper Intermediate	C1 Advanced	C2 Proficient

Your level of English is **92/100** on the EF SET score scale and **C2 Proficient** according to the Common European Framework of Reference (CEFR). This score is calculated as an average of your reading and listening scores



Listening Section

86/100 C2 Proficient

You are comfortable in all situations that require full comprehension of spoken English; you are almost never confused or searching for the meaning of words and phrases. You understand nuances of expression and tone, humor and emphasis in all live theatrical presentations, films or broadcast presentations in English.

- Can understand with ease any kind of spoken language, even when delivered at fast native speed, provided with time to get familiar with any regional or other accent.
- Can understand lectures and presentations with a high degree of colloquialism, regional usage and unfamiliar terminology.



Reading Section

97/100 C2 Proficient

Your command of English allows you to read virtually any kind of text (factual, literary, technical) and accurately recognize and categorize style and tone. You can understand complex technical writing on unfamiliar subjects on a wide range of topics.

- Can read with ease virtually all forms of written language, including abstract, structurally or linguistically complex texts such as manuals, specialized articles and literary works.
- Can understand a wide range of long and complex texts, appreciating subtle distinctions of style, and implicit meaning.



Sales Management Certification

Majed Al Hatlani

The bearer of this certificate is hereby deemed capable and skilled in the basic principles of sales management. They have been tested on best practices and are ready to take on the responsibilities of a sales manager.

Certified: Feb 21 2022 - Valid until: Mar 23 2023

Certification code: 15b3586f2ec7412dbf395471d206fa4a

HubSpot Academy


CEO Yamini Rangan