

Ahmad Awdah Saeed Alahmari

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- AHMAD AL-AHMARI
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EDUCATION

Bachelor's Degree in Information Systems

King Khalid University | May 2021

COURSES AND CERTIFICATES

- Management and Supervision**
Al Katib Bookstore
- Establishing the Organizational Structure**
Osool Foodstuff Co.
- IT Infrastructure Establishment**
Osool Foodstuff Co.
- Data Entry**
Al Katib Institution
- Systems Analysis Engineering**
Arabian Networks Projects Company
- Python, CSS, and HTML**
- Advanced Excel**
- Flutter for App Development**
- Management and Marketing**

ACHIEVEMENTS

- Led the establishment of an organizational framework, integrated advanced technology, and conducted employee training to enhance efficiency.
- Selected and implemented systems to ensure accurate data entry and establish a well-structured organizational framework.
- Optimized the organizational structure, streamlined data entry processes, and efficiently managed operations.
- Created a website using HTML and CSS.
- Developed a programmed page on Excel for data input and output.
- Managed a digital marketing campaign across social media platforms.

SUMMARY

Dynamic and results-driven Branch Manager with over 10 years of experience in strategic leadership, operational management, and business development. Proven expertise in establishing organizational frameworks, integrating advanced technology, and conducting employee training to enhance efficiency and drive sustainable growth. Adept at leveraging information systems, computer science, and marketing strategies to optimize branch performance and customer engagement. Equipped with certifications and courses in Establishing the Organizational Structure, Python, CSS, and HTML, along with a strong foundation in management, marketing, finance, and computing. Eager to apply my multidisciplinary expertise in a leadership role where I can drive operational excellence, enhance digital transformation, and contribute to the overall success of the organization.

EXPERIENCE

Branch Manager

Durrat Alareesh Hotel Apartment | Sep 2024 - Present

- Manage daily operations to ensure smooth and efficient functioning of the branch.
- Oversee staff performance, assign tasks, and provide guidance to achieve business goals.
- Develop and implement strategies to increase sales, profitability, and customer satisfaction.
- Ensure compliance with company policies, industry regulations, and legal requirements.
- Monitor financial activities, including budgeting, forecasting, and expense management.
- Build and maintain strong relationships with clients, customers, and stakeholders.
- Analyze market trends and competitor activities to identify growth opportunities.
- Resolve customer complaints and operational issues to maintain service excellence.
- Collaborate with senior management to align branch objectives with corporate goals.
- Train and develop employees to enhance their skills and productivity.
- Implement risk management measures to safeguard assets and mitigate potential threats.
- Report on branch performance, key metrics, and improvement plans to leadership.

Investor Protection Manager

Al Katib Bookstore | Aug 2024 - Sep 2024

- Developed policies and procedures to ensure compliance with investor protection regulations and industry best practices.
- Implemented strategies to safeguard investors against fraudulent activities and unethical practices.
- Oversaw the resolution of investor complaints to ensure fair treatment and adherence to legal guidelines.
- Monitored financial markets and investment activities to detect potential risks to investor interests.
- Conducted investigations into cases of securities fraud, market manipulation, and insider trading.
- Collaborated with regulatory authorities to enforce investor protection laws and promote market integrity.
- Designed educational programs to raise investor awareness about rights, risks, and responsible investing.
- Reviewed investment products and disclosures to ensure transparency and accuracy of information provided to investors.
- Led enforcement actions against entities violating investor protection standards.
- Prepared reports and recommendations for senior management and regulatory agencies on investor protection matters.

MEMBERSHIPS

- Saudi Council of Engineers

SKILLS

- Operations Management
- Performance Management
- Financial Management
- Stakeholder Engagement
- Risk Management
- Administrative Support
- Systems Analysis
- Market Research
- Python
- Flutter
- CSS
- HTML
- Microsoft Office
- Strategic Planning
- Problem Solving
- Decision Making
- Report Writing
- Leadership
- Teamwork
- Communication

LANGUAGES

- Arabic: Native
- English: Intermediate

Information Technology Systems Manager

Osool Foodstuff Co. | Nov 2022 - Aug 2024

- Oversaw the organization's IT infrastructure to ensure the smooth operation of hardware, software, and networks.
- Managed IT security protocols to protect data and systems from cyber threats.
- Implemented new technologies and system upgrades to enhance efficiency and performance.
- Led a team of IT professionals, providing guidance and support to maintain high productivity.
- Developed and enforced IT policies and procedures to ensure compliance with industry standards.
- Coordinated with other departments to align IT strategies with business goals.
- Monitored system performance and resolved technical issues to minimize downtime.
- Negotiated contracts with vendors and managed IT budgets effectively.
- Provided technical support and training to employees to enhance IT competency.
- Ensured data backup, recovery, and disaster recovery plans were in place and regularly tested.

General Systems Analyst

Arabian Networks Projects Company | Oct 2021 - Apr 2022

- Analyzed business processes and system requirements to recommend technological improvements.
- Developed and maintained system documentation, technical specifications, and user guides.
- Implemented system enhancements to ensure efficiency and functionality aligned with business needs.
- Tested software applications and system configurations to ensure optimal performance.
- Monitored system performance by identifying and resolving technical issues proactively.
- Collaborated with stakeholders to gather requirements and translate them into system solutions.
- Provided technical support and training to end-users on system functionalities.

Supervisor

Al Katib Bookstore | May 2017 - Aug 2021

- Oversaw daily operations and ensured a smooth workflow within the department by managing resources, coordinating tasks, and addressing operational challenges.
- Monitored employee performance by conducting regular evaluations, providing constructive feedback, and implementing improvement plans to enhance productivity.
- Enforced company policies, safety regulations, and compliance standards to maintain a secure and efficient work environment.
- Supervised staff activities by assigning tasks, setting performance expectations, and ensuring the timely completion of projects.
- Resolved conflicts and addressed employee concerns by implementing effective problem-solving strategies to maintain a positive and collaborative workplace.
- Coordinated training sessions and skill development programs to enhance employee knowledge and improve overall team performance.
- Evaluated operational processes and implemented necessary improvements to increase efficiency and optimize workflow.
- Managed work schedules, assigned responsibilities, and ensured deadlines were met while maintaining high-quality standards.

Storekeeper

Nahj Al-Katib Library | Dec 2014 - May 2017