

Contact

Links

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Skills

Proficiency in Business Operations and Administrative Procedures — Expert
Proficiency in Computer Applications and Office Productivity Software — Advanced
Proficiency in Hotel Reservation Systems and Property Management Software — Expert
Designing and Developing Customized Workout Plans and Nutritional Programs — Advanced

Languages

Arabic Language — Native
English Language — Intermediate

My profile online

Scan the code to visit my profile on the university website.

AHMED ALI MOHAMMED HAIDAR SAEED

Administrative Employee and Trainer

Graduate of Islamic University of Minnesota — Bachelor's degree, 2026

Summary

A passionate and versatile graduate with a solid background in hotel reservation management, alongside athletic and nutritional planning. Equipped with strong academic foundations and a drive to leverage my skills in delivering integrated solutions that enhance service quality and customer experience. Eager to join a dynamic team and contribute to organizational goals with dedication and professionalism.

Work Experience

Administrative Communications Officer — 2005–2011

Manarat Taiba Hotel Management and Operations Company

Comprehensive Administrative and Operational Experience in the Hospitality Sector with "Manarat Taiba," Culminating in Leadership Roles as Acting Hotel Manager and Administrative Communications Officer.
Demonstrates high efficiency in daily operations management, administrative and financial coordination, and service quality enhancement. Possesses a proven track record in boosting reception team performance reducing check-in time by 30% optimizing central reservation procedures, and strengthening the organization's internal and external relations.

Administrative Director and Sports Coach — 2022–Present

Salman Sports Club - Madinah

Combines administrative efficiency with sports analytics, contributing to organizational growth and increased productivity, alongside designing innovative training programs and leveraging sports data and analytics to enhance athletes' physical performance and achieve tangible competition results.

Administrative Director and Sports Coach — 2016–2022

Ocean Power Sports Center - Madinah

Combines sports development with financial efficiency, successfully boosting team performance by 20% through innovative training program design, while managing center budgets and cutting operational costs by 15% through effective negotiation skills.

Barcode Supervisor — 2014–2015

Mohammed Al-Ali Al-Swailem Trading & Contracting Company (MASCO) - Madinah

Leads and supervises the barcode staff to accurately track and monitor truck and equipment movements, verifying cargo statuses to ensure field operations discipline and exact precision in site materials and data tracking.

Communications and Correspondence Coordinator — 2013–2014

Mohammed Al-Alawi General Contracting, Building Maintenance & Cleaning Establishment - Madinah

Focuses on organizing and coordinating internal and external organizational communications, while ensuring smooth, efficient, and highly professional email and correspondence management.

Education

Bachelor's degree — 2026

Islamic University of Minnesota **University verified**
Economics and Business Administration · Business Administration
Grade: **EXCELLENT**

Certifications & Courses

Computer Basics Course — Edraak Educational Platform — 2023

IFBB Academic Certificate - Bodybuilding Coach	IFBB Academy	**2017**
PRIMARY CARE (CPR + AED) & FIRST AID	Mosaef Educational Platform	**2024**
Expertise and Specialized Certification in Health & Nutrition	American ISSA Academy	**2024**
Development of an Innovative Weight Loss Program through Educational Training	Edraak Educational Platform	
Basics of Home and Gym Workout Training	Edraak Educational Platform	**2020**