

Sulaiman AlSalloum

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Skill Highlights

- Planing and Developing
- Project Management
- Organizational Management
- Governance and Compliance
- Stratigec Vision
- Decision-Making
- Financial Acumen
- Analytical and Problem-Solving

Experience

MASAKIN Association - 10/2022 until now

CEO, Qassim

- Establishing the association in coperate with the members of Board of Directors.
- Managing all the financial and administrative affairs of the institution.
- Develop strategies to generate new revenue.
- Create forecasts and future spending needs.
- Lead the organization in alignment with its mission, values, and goals.
- Cultivate relationships with major donors, foundations, and corporate partners.
- Create, communicate and implement the association's vision, mission and general direction.
- Oversee the day-to-day operations of the organization by monitoring progress towards targets.
- Evaluate the organization's success in reaching its goals.
- Implement and manage risk management policies and procedures.
- Build and maintain relationships with government agencies, community leaders, and other stakeholders.
- Ensure that all projects are completed on schedule.
- Hiring, training and supervising employees.

GHADHAA Association - 01/2022 to 04/2022

Volunteering Department Manager, Qassim

- Develop and implement strategies to recruit volunteers from diverse backgrounds.
- Build relationships with community groups, educational institutions, and other potential sources of volunteers.
- Design and deliver comprehensive training programs for new volunteers.
- Ensure all volunteers understand their roles and responsibilities and are equipped to perform their duties effectively.
- Schedule and assign volunteers to various programs and events based on their skills and interests.

AMAN Association - 12/2021 to 02/2022

Administrative Manager, Qassim

- Oversee the daily operations of the office, ensuring a well-organized and efficient work environment.
- Supervise and support administrative staff, providing guidance, training, and performance evaluations.
- Ensure administrative team is aligned with the organization's goals and objectives.
- Manage workload and delegate tasks to administrative staff as needed.
- Assist with budgeting, financial reporting, and expense tracking.

Education

-Bachelor of: **Mathematics** - 2018

Qassim University, Saudi Arabia

-Higher Diploma in: **Human Resources** - 2019

King Salman Institute for Consulting Services, Majmaah University, Saudi Arabia

Certifications

- Leadership and Empowerment in Non-Profit Organizations. – **2024**

Agency of the Third Sector and Community Participation at the Ministry of Municipal and Rural Affairs & Housing.

- Social Investment. – **2024**

Agency of the Third Sector and Community Participation at the Ministry of Municipal and Rural Affairs & Housing.

- PMP "P3.Express". – **2024**

Agency of the Third Sector and Community Participation at the Ministry of Municipal and Rural Affairs & Housing.

- Monitoring, Evaluation, Accountability and Learning "MEAL Dpro". – **2024**

Agency of the Third Sector and Community Participation at the Ministry of Municipal and Rural Affairs & Housing.

- Owners Union Administration. – **2023**

Agency of the Third Sector and Community Participation at the Ministry of Municipal and Rural Affairs & Housing.

- Methods of Supervising Engineering Projects. – **2023**

Engineering Science Institute For Training.