

Sulaiman Mohammed Alkhuzaym

Executive Officer | Governance | Digital Transformation | Operations and Services Management

Al Qassim - Al Bukayriyah, Saudi Arabia

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Professional Summary

Applied Linguistics graduate with more than six years of experience in restaurant management and administrative services, and over two years in executive management within the nonprofit sector. Focused on performance improvement, governance, operational coordination, documentation, and practical digital transformation solutions that improve workflow and institutional impact.

Work Experience

Executive Officer - Rahmah Association in Al-Bukayriyah

Feb 2024 - Present | Al Qassim - Al Bukayriyah

- Follow up on executive and operational activities and support daily process discipline.
- Contribute to governance, digital transformation, and corporate communication initiatives.
- Improve follow-up, documentation, and workflow efficiency.

Chief Executive Officer (CEO) - Rakza Holding Company

Jan 2023 - Dec 2023 | Qassim - Unaizah

- Led executive operations, initiatives, and operational decision-making.
- Improved alignment between organizational direction and execution.
- Monitored overall performance and improved coordination across teams and tasks.

Operations Supervisor - Ayar Cafe

Nov 2022 - Apr 2023 | Al-Dawadmi

- Oversaw daily workflow and improved operational efficiency.
- Maintained service quality and branch performance standards.

Operations Supervisor - JUTSU Restaurant

May 2022 - Apr 2023 | Qassim - Unaizah

- Coordinated operational follow-up and daily task organization.
- Improved flow between administrative procedures and field operations.

Administrative Assistant - JUTSU Restaurant

Sep 2021 - Apr 2023 | Qassim - Unaizah

- Supported administrative and operational work and daily follow-up.
- Helped improve internal workflow and process discipline.

Branch Supervisor - Alanbani Grill Company

Mar 2019 - Sep 2019 | Dammam

- Supervised branch performance and team workflow.
- Improved branch operations and service experience.

Cashier - Alanbani Grill Company

Mar 2018 - Mar 2019 | Dammam

- Handled payment operations and customer service.
- Supported daily branch process discipline.

Education

Bachelor's Degree in Applied Linguistics

Skills

- Executive and operations management
- Governance and process organization
- Digital transformation and workflow improvement
- Corporate communication and administrative coordination
- Team management and customer service
- Documentation and daily follow-up
- Next.js, React, Tailwind CSS, Firebase, Cloudflare, GitHub, Figma

Selected Projects

- Rahmah Website - Website: <https://rahmah.org.sa>
- Rahma Management System (RMS) - Integrated management system: <https://dashboard.rahmah.org.sa/>
- Naqsh - PDF and design tools: <https://naqsh.sulaiman-kh.sa/>
- Aljawad Alrabeh Marketing Establishment - Website: <https://www.aljawadco.sa/>