
QUALIFICATIONS

Highly motivated individual with positive work attitudes of honesty, hard work, and integrity; aspiring to work in a university and any educational institution in an administrative management position that challenges my problem solving skills.

SPECIALIZED SKILLS

- **Analytical Skills**
 - Analyzed problems using real world data and modules
 - Significant understanding of numerical data, graphs and statistics (SPSS, Minitab, E-views)
- **Communication Skills**
 - Fluent in Arabic, English and can communicate *orally, in writing, or via electronic media*
 - Acquired public speaking skills through tutoring, leadership positions and class presentations
- **Computer and Software Skills**
 - Microsoft Office Suite (Word, Excel, PowerPoint); Comfortable in PC and Mac environment.
- **People Skills**
 - Ability to connect with others and establish good working relationships
 - Team player who contributes to the success of the team; though can work independently
 - Extensive familiarity with community organizing and advocacy

ACCOMPLISHMENTS

King Saud University, Riyadh, Saudi Arabia

Teaching

- Taught and assisted with computer lab sections of Statistics for Everyday Life course.
- Assisted students with assignments and research projects.
- Assisted in organising class schedules
- Graded labs and reported scores for computer lab sections of Statistics for Everyday Life course.
- Taught students who enrolled in public administration courses
- Taught and Mentored Students in Mathematics and Statistics.
- Offered class schedules and consulting services for class registration
- Volunteered in the department's new students orientation

King Saud University, Riyadh, Saudi Arabia

Assistant Administrator for Student Affairs

- Offered advisory and counselling services on student affairs
- Managed and coordinated all communication mediums and events.
- Recruited people to implement and facilitate a pilot program on the youth.
- Encouraged the development of leadership abilities by providing opportunities for planning, decision-making and participation in community service projects.
- Created and executed quality programming to allow youth financial, technological and nutritional proficiency.

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Quality Control / Quality Assurance Assistant

- Performed and evaluated the quality controls of the various departments in College of Business Administrations
- Searched, developed and engaged new client's relationships and mapped customer satisfaction.
- Developed strong networks of trusted clients, multi-level, win-win relationships with new and existing customers
- Managed a team of research analysts to perform research for new opportunities.
- Developed and executed comprehensive budgetary reforms.
- Organized high-impact, specific market-related analysis and research projects.
- Maintained confidentiality on all company information.

TRAININGS, SEMINARS & WORKSHOPS

- The Arabian Gulf Centre, “Active Communication Skills and Practices”, Riyadh, Saudi Arabia, 2009.
- International Conference for Administrative Development "Towards a high performance in the public sector" Riyadh, 2009.
- “International Conference on Entrepreneurship”, Riyadh, 2009.
- Saudi Management Association, “Life of post-university”, Riyadh, Saudi Arabia, 2008.

EDUCATION

The University of Akron , Akron, Ohio	Fall, 2012
Concentration: Master of Public Administration	
King Saud University , Riyadh, Saudi Arabia	Dec, 2008
Concentration: Bachelors of Arts in Public Administration	
