Curriculum vitae

PERSONAL INFORMATION   YAZEED AL MOAYED

Head of Internet Application Admin Department (IAAD)

11th floor, Plaza Masalam, Jalan Tengku Ampuan Zabedah E 9/E, Seksyen 9, 40100 Shah Alam, Selangor, 40100 Shah Alam

yazeed.alsayed@mediu.edu.my

WORK EXPERIENCE

02/03/2009–Present

Lecturer

Al Hikmah collegae, Sana'a (Yemen) 4 Years.

▪ Teaching programming language Four years which is contained (PHP, HTML, JAVA SCRIPT) and MYSQL.

Almadinah International University (MEDIU).

▪ Teaching programming language and other IT subjects from 2013 until now.

25/02/2013–Present

Web Develpoer

Almadinah International University (MEDIU), Shah Alam (Malaysia)

▪ I did customization for Moodle application at Almadinah International University (MEDIU).

▪ I did customization for Moodle application at Tibah University.

▪ I designed site of the university and its subdomains.

▪ Working on laravel application framework to upgrade Arabic language website.

02/06/2014–Present

Head of Internet Application Admin Department (IAAD)

Almadinah International University (MEDIU)., Shah Alam (Malaysia)

Functions:

1. To supervise fully university website and e-portals in coordination with concerned departments.

2. To supervise fully the Advanced Learning Interactive Management (ALIM) system in

coordination with concerned departments.

3. To continue searching for best solutions and technologies that meet university needs with least cost and best performance.

4. To audit the products of department units by reviewing continuously and comprehensively the work done to find any technical bugs.

5. To document, deliver, receive and archive all functions related to the units, continues communication and coordination with related departments inside and outside the university.

6. To submit progress reports (weekly) to the head of Technology Division with regards the work done so far, limitations faced, and ways to solve them and what's done so far.

EDUCATION AND TRAINING

Modern Methods in Administration

Almadinah International University (MEDIU), Shah Alam (Malaysia)

Risk Management in Workplace

Almadinah International University (MEDIU), Shah Alam (Malaysia)

Teamwork Management

Almadinah International University (MEDIU), Shah Alam (Malaysia)

Writing Scientific Papers to Scientific Journals Skills

Almadinah International University (MEDIU), Shah Alam (Malaysia)

Secrets of Leadership and Communication Skills

Almadinah International University (MEDIU), Shah Alam (Malaysia)

22/01/2016–
24/01/2016

Time Management

Almadinah International University (MEDIU), Shah Alam (Malaysia)

02/03/2015–
03/03/2015

The Driving Force for The Industry Target

Almadinah International University (MEDIU), Shah Alam (Malaysia)

18/03/2016–
20/03/2016

Understanding Other through Body Language

Almadinah International University (MEDIU), Shah Alam (Malaysia)

14/04/2016–
16/04/2016

workshop on Creativity and Innovation Management

Almadinah International University (MEDIU), Shah Alam (Malaysia)

07/05/2015–08/09/2015	Personal Characteristics Training Almadinah International University (MEDIU), Shah Alam (Malaysia)
07/08/2014–12/08/2014	SPSS Training Program Almadinah International University (MEDIU), Shah Alam (Malaysia)
07/07/2016–09/07/2016	Self-Marketing Almadinah International University (MEDIU), Shah Alam (Malaysia)
16/07/2016–19/07/2016	Creative Thinking Skills in The CoRT Program Almadinah International University (MEDIU), Shah Alam (Malaysia)
24/11/2016–24/11/2016	The Driving Force to Achieve The Target Training Almadinah International University (MEDIU), Shah Alam (Malaysia)

PERSONAL SKILLS

Mother tongue(s)	Arabic

Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	B2	B1	B2	B2	B2

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

Communication skills
- Good communication skills gained through my experience as head of internet application admin department, (IAAD).
- Excellent contact skills with staff gained through my experience as head of internet application admin department, (IAAD).

Organisational / managerial skills

- Leadership (currently responsible for a team of seven people).
- Good organisational skills gained as an administrator for internet application admin department (IAAD).
- Good team-leading skills gained as a volunteer coach for the students of Industrial Training.

Job-related skills

- Good command of quality control processes (currently responsible for the quality audit of content)
- Mentoring skills (as a senior web developer, I was responsible for the training and induction of new junior staff).

Digital competence

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Proficient user	Proficient user	Proficient user	Independent user	Proficient user

Digital competences - Self-assessment grid