

# SAEED SALEH ALI BAHAFI

Date & place of birth: 25/09/1980 Yemen-Hadramout, Wadi Al-Ayeen.

Gender: Male.

Marital status: Married.

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## QUALIFICATIONS

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- 1999-2000: Hawra Secondary School, Scientific Branch.
- 2004-2005: Bachelor of Arts and education in English Language “Hadhramout university of science & technology – Mukalla” (Rating: Good).

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## WORK EXPERIENCE

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**2006-2007: Founder and General Manager of Najah Center for Human Development,** Mukalla,Hadramout,Yemen.

**2007-2008: Secretary at University of Science and Technology - Hadramout branch,** Mukalla,Hadramout,Yemen.

**2007-up to now: Founder and General Manager of consultation & development center at University of Science and Technology – Hadramout,** Mukalla,Hadramout,Yemen.

**2009 up to now: Responsible of the public relations and marketing at University of Science and Technology,** Mukalla,Hadramout,Yemen.

**2009-2012: Responsible of Quality Assurance & Development Department at University of Science and Technology - Hadramout Branch,** Mukalla,Hadramout,Yemen.

**2010-2012: General Secretary of the Development Youth Association,** Mukalla,Hadramout,Yemen.

**2018 up to now: Supervisor the distance learning center at the University of Science and Technology- Hadramout Branch (Sayoon , Al-Mahrah and Soqatra ).**

**2018: CAB member at Nahdhat Shabab Project, U.S. Department of State and administered, AMIDEAST,** Mukalla,Hadramout,Yemen.

## **TRAINING COURSES**

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- Participation in a workshop Total Quality Management- Mukalla - During the period from 17-18/5/2005
- Diploma in NLP from the American Board - Mukalla - During the period from 8-11/8/2005
- Diploma in Executive Secretarial - Mukalla - During the period from 8/1/2006 to 24/1/2006
- Diploma in application software - Mukalla - During the period from- 24/12/2005 to 5/4/2006
- Participation in a training course (Effective Public Relations)- Sana'a During the period from 3-4/8/2008
- Participation in a training course (Archiving and Documentation according to the quality system)- Sana'a - During the period from 9-11/5/2009
- Participation in a training course (Etiquette & Decrees)- Sana'a - During the period from 8-10/2/2010
- Participation in a training course (Ten Habits for Distinctive)- Mukalla During the period 31/3/2010
- Participation in a training course (Preparation the Executive plan And Performance Reports )- Taiz - During the period from 17/7/2010
- Participation in a training course (Statistical Package for the Social Science)Aden - During the period from 17-18/7/2010
- Participation in a training course ( Operational Planning )- Mukalla During the period 9/12/2010
- Participation in a training course (Design Performance Indicators + Preparation of Executive Plans according to the Balanced Score Card )- Mukalla During the period 23/5/2012
- Participation in a training course (Strategic Management for Training)- Sana'a - During the period from 12-14/6/2012
- Participation in a training course (Modern Trends in Marketing)- Sana'a - During the period from 23-26/12/2018

## **LANGUAGES**

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**Arabic:** Native language

**English:** Intermediate Listener and Speaker, Advanced Reading and Writing

## **ACTIVITIES AND INTERESTS**

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Computers, reading, Movies.