

ALI MOHAMMED BA-HASHWAN

SEIYOUN, HADHRAMOUT GOV., REPUBLIC OF YEMEN

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PROFILE	An individual of good understanding of office administration with strong personality and ability to manage offices with complete knowledge of the fundamentals of operating offices and team work	
EXPERIENCE	Seiyun Community College , Hadhramout, Seiyun. Office manager	2006 to Present
	<ul style="list-style-type: none">• provide full secretarial support to Human Resources Manager• handle all incoming correspondence• prepare wide range of communications, reports, documents• schedule and co-ordinate meetings, appointments, events• liaise with management, candidates, external providers	
	Ba-Hashwan Translation & General Services Agency Hadhramout, Seiyun. Secretary	2006 to Present
	<ul style="list-style-type: none">• Prepare wide range of communications, reports, documents• Deal with clients questions and requests• Translate documents, letters and C.Vs.	
	Al-Tafaweq Center for Qualification & Human Resources Hadhramout, Seiyun. Director	2005 to 2006
	<ul style="list-style-type: none">• Design and implement office policies.• Establish standards and procedures.• Organize office operations and procedures.• Supervise office staff.• Liaise with other agencies, organizations and groups.	
EDUCATION	Master in Translation International University Of Africa Faculty of Arts, Khartoum, Sudan	(now in the final semester)
	Bachelor of Arts (English Language), University of Hadhramout of Sciences & Technology, Faculty of Education, Mukalla.	May 2005
COMPUTER SKILLS	<ul style="list-style-type: none">• MS Excel, Word, PowerPoint• MS Access, MySQL, Oracle	<ul style="list-style-type: none">• Adobe Photoshop CS4• Windows, Vista, 7
LANGUAGES	Arabic : Native language English : Excellent	
ACTIVITIES AND INTERESTS	<ul style="list-style-type: none">• The Professional Course for Executive Secretariat and office Management, implemented by Gender & Empowerment Project (GEEP) – UNDP, February – June 2012.• Teaching English Courses (New Interchange) for High School Graduates Program, implemented by Al-Awn Foundation for Development, 5.10.2010 to 30.11.2011	
TRAINING AND COURSES	<ul style="list-style-type: none">• Self-Marketing.• Presentation Skills.• Manage & Self – development• ICDL Certificate	<ul style="list-style-type: none">• The 10th Habits for a Successful Personal.• Creativity & Creative Thinking• SPSS
REFERENCES	Available upon request	