



MAHMOOD SAIFAN

📍 Kuala Lumpur, Malaysia
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✉ mahmoods.saifan@gmail.com

Skills

Arabic
Native Language

English
Super

Customer Service
Respond to emails/ live chat
Provide customer with product
Handle customer inquiries

Communication
Ability to communicate effectively

Problem-Solving
Identify the issues
List the possible solutions (options)

Excellent interpersonal skills
Leadership
Flexibility
Dependability

Digital Marketing

Accomplishments

Have been promoted after one year on the job

Personal Information

Date : August 09, 1986

Summary

Team Leader experienced in directing activities of workgroups. Develop strategies, provide training, set goals, and obtain team feedback. Excellent interpersonal and communication skills. Big picture focus, communicating goals and vision to succeed. Problem solver, networker, and consensus builder

Work experience

- 02-2013 - 06-2017 **Marketing Manager**
AL- Fageeh Group For Investment and Real Estate Development. Jeddah, Saudi Arabia.
 - Improved product marketing objectives by constructing communication initiatives and branding strategies to increase client outreach.
 - Briefed senior executives on monthly projections, product launches and other marketing plans.
 - Transformed corporate website and social media platforms to better engage customers and promote sales.
 - Developing the marketing strategy for the company in line with company objectives.
- 01-2007 - 02-2010 **Administrative**
MAX Technology for Computer Systems & Programs Set. Sana'a, Yemen.
 - Maintained daily reports and advised executive leaders in decision-making processes.
 - Provided administrative services, including phone and email correspondence, making copies and handling incoming and outgoing mail and faxes.
 - Greeted incoming visitors and customers, professionally and provided friendly, Knowledgeable assistance.
 - Assisted coworkers and staff members with special tasks on daily basis.

Education

- 10.2020 **Doctor of Philosophy**
UNISZA University
Kuala Terengganu, Malaysia
- 09-2017 - 11-2019 **Master of Business Administration (MBA)**
MAHSA University
Selangor, Malaysia
- 09-2007 - 06-2012 **Bachelor of Business Administration (BBA)**
SABA University
Sana'a, Yemen
- 01-2009 - 07-2011 **Diploma**
Yemen America Language Institute (YALI)
Sana'a, Yemen

Online Courses

- 08 - 2020 **Yemeni Student's Union - Malaysia**
SPSS Advanced Workshop

Nationality : Yemeni

Born in : Kuwait

Marital Status : Single

Reference

Available upon request

- 08 - 2020 **Yemeni Student's Union - Malaysia**
English Writing For Research Purposes
- 08 - 2020 **Yemeni Student's Union - Malaysia**
How To Be Data Scientist
- 07 - 2020 **Yemeni Student's Union**
Teamwork Workshop
- 07 - 2020 **Yemeni Student's Union**
Research Tools, Focusing on EndNote Reference Management
- 07 - 2020 **Yemeni Student's Union**
How To Manage Your Research Work And Write Reference Using MENDELRY
- 07 - 2020 **Yemeni Student's Union**
Beginning And Intermediate Stages In Statistical Analysis Using SPSS
- 06 - 2020 **Yemeni Student's Union - Malaysia**
Academic Writing
- 06 - 2020 **Yemeni Student's Union - Malaysia**
How To Publish A scientific Paper
- 06 - 2020 **Yemeni Student's Union - Malaysia**
Research Methodology And Proposal Research
- 06 - 2020 **Yemeni Student's Union**
Smart Oral And Poster Presentation
- 06 - 2020 **Yemeni Student's Union - Malaysia**
The Effective Techniques For Succeeding In The VIVA VOCE

Certifications

- 10 - 2017 **CWAM. Kuala Lumpur, Malaysia**
Six International Conference On Case Writing 2017 "Leadership In Action"
- 07 - 2014 **AL- Fageeh Group For Investment and Real Estate Development, Jeddah, Saudi Arabia.**
Real Estate Marketing Through Social Media
- 06 - 2014 **AL- Fageeh Group For Investment and Real Estate Development, Jeddah, Saudi Arabia.**
How To Become A Professional Real Estate Developer
- 12 - 2010 **New Sense Academy Group & training and rehabilitation center at the Ministry of Youth and Sports. Sana'a, Yemen**
Diploma In Human Resource Development
- 04 - 2009 **Start Training & Consulting. Sana'a, Yemen**
International Computer Driving License (ICDL)