

Madhawi Salem Al-yami

Personnel Info

Born on 1973

Widow

Email: madawiy@hotmail.com

Phone: +966505619900

Education

MSc in Public administration at King Abdul-Aziz University
Graduation year: 2005/06

(Grade: Excellent)

BSc in Public administration at King Abdul-Aziz University

Graduation year: 1995/96

(Grade: V. Good)

Objective

Position requiring innovative, challenging employment that will utilize my education and professional skills and offer advancement opportunity

Computer knowledge:

---Comfort to work in both (Mac OS---Windows) operating systems.

--- Able to use most of Microsoft Office programmes.

Others

---Able to use statistics software (SPSS)

Have more than 30 courses in the field of

- Training
- Leadership
- Quality management
- Organization development

Experience

Vice Dean of Administrative Sciences College at Najran University
[2016 ---2017]

Vice Dean of community college at Najran University
[2009---2012]

Tasks:

- Overall Administration of college comprising of 50 teaching faculties, and 1000 students
- Providing strategic planning, coordination and direction
- Participate in annual budgets

Marketing Manager in Al---Aboud Group [2002---2007].

- Providing training for marketers
- Negotiating contracts with customers
- Set and control the marketing budget

Credit Manager in Abdul latif Jameel Group [2000---2002].

- Control saleswomen target ,and analyse variances

--- Saleswomen training on selling process

--- Provide creative idea to improve sales, and improve market share

Personal skills

- High skills in conflicts
- Entrepreneurships and human resources management skills
- Communication skills
- Leadership
- Solving problems skills
- Ability to work in

Hobbies

Reading ,Chess,and traveling

References

- Dr.Abdulrohman AlQurashi/Dean/Community College Najran +966545624444
- Dr. Saud Bin Administration science colleg Dean/Najran +966541888801