



## SUMMARY

Years of experience in management work in a fruitful journey between various career tasks from the establishment of the girl's sector at TVTC as an executive Secretary to working as a curriculum supervisor to project management.

- Member of the joint team between the MOC and Technical and Vocational Training corp TVTC within a cooperation agreement.
- Member of "Massara" Team (Volunteer Group for Internal Communication) – TVTC.
- Voice Over Artist & I have my own podcast.
- Speaking and writing g bilingual Arabic and English.

# BANDARY ALFARRAJ

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## EXPERIENCE

### PORTFOLIO MANAGER

(JAN 2023 – PRESENT)

#### Project Management Office – TVTC

- Portfolio Manager of Deputy Governor for Support Services.

### PROJECT MANAGER

(JUN. 2019 - PRESENT)

#### Project Management Office - TVTC

- Program Manager of (Switching to accrual accounting).
- Project Manager of Technical Cooperation with the World Bank
- Project manager of the Cooperation between TVTC and the Ministry of Culture.
- Project manager of Rafed .
- Project manager of Safe return to in-person training

### PROJECT MANAGER

(Jan 2018 – Jun 2019)

#### Administration of Development Initiatives- TVTC

- Masrra Project Manager (initiative on internal communication).

### CURRICULUM SUPERVISOR

(DEC 2016 – JAN 2018)

#### Administration of Women's Work Programs – TVTC

- Equivalent of study programs
- Feasibility studies to open new programs in the regions

### SUPERVISOR

(MAR 2015 – DEC 2016)

#### Technical training program in prisons and girls' welfare foundations – TVTC

- Trainee affairs in the prison vocational training unit and the Girls' Welfare Foundation

### SPECIALIST

(JAN 2013 – MAR 2015)

#### Electronic archiving - TVTC

#### Human Resource – TVTC

- Coordinates office management activities
- Maintain executive agenda and assist in planning appointments
- Board meetings, conferences etc..

### SENIOR EXECUTIVE SECRETARY

(NOV 2011 – JAN 2013)

#### Training Authority Affairs Administration – TVTC

- Coordinates office management activities
- Maintain executive agenda and assist in planning appointments
- Board meetings, conferences etc..

### SENIOR EXECUTIVE SECRETARY

(NOV 2010 – NOV 2011)

### EXECUTIVE SECRETARY

(NOV 2006 – NOV 2010)

#### Curricula and training evaluation administration – TVTC

- Coordinator of the Summer Development Program for Girls Technical Training Trainers
- Supervisor of committees in the exam of the third career competition
- Member of many organizing committees on many occasions at TVTC
- Coordinates office management activities
- Maintain executive agenda and assist in planning appointments
- Board meetings, conferences etc..

## EDUCATION

**DIPLOMA, EXECUTIVE SECRETARY** INSTITUTE OF PUBLIC ADMINISTRATION-SAUDI ARABIA- Riyadh.

## SKILLS & STRENGTHS

Program Management

Project Management

Initiatives Management

Time Management

Self-motivated & Fast learner

Positive & Creativity

Teamwork & Flexibility

Communication & Organization

Design & Presentations

## PROFESSIONAL COURSES

### Data analysis in field studies

- Four weeks of training on SPSS program

### PROJECT MANAGEMENT PROFESSIONAL (PMP) COURSE

- 35 Training Hours of Project Management

### TRAINING OF TRAINERS (TOT)

- 7. Training Hours Provide professional trainers with practical knowledge and professional skills.

### TRAINING OF TRAINERS (TOT)

#### Speaker & Trainers International Office

- 7. Training Hours Provide professional trainers with practical knowledge and professional skills.

### CERTIFIED TRAINER FOR TRIZ CREATIVE THINKING DEVELOPMENT

#### Debono center for teaching thinking

- 10 Training Hours Provide professional trainers with Practical knowledge and professional skills in creative thinking.

### CERTIFIED TRAINER FOR "SIX THINKING HATS"

#### Debono center for teaching thinking

- 25 Training Hours Provide professional trainers with Practical knowledge and professional skills in parallel thinking to give a means for groups to plan thinking processes

## BUSINESS, MANAGEMENT & SELF DEVELOPMENT COURSES

1. An introduction to the skills of the century
2. Creative Critical Thinking
3. Innovation in digital transformation
4. Remote work skills
5. Management transformation and change management skills
6. Digital transformation and the technical future
7. Institutional excellence in accordance with quality standards
8. The Basics of The Infographic Industry
9. Preparation of feasibility studies
10. The Basics of Community Partnership
11. The art of project management
12. Creative skills in raising productivity efficiency
13. The Leader's Industry
14. Enhancing administrative effectiveness
15. Success Engineering
16. Motivation and positivity in the work environment
17. Administrative coordination
18. Impact industry
19. Career Excellence
20. Career Creativity Map
21. Electronic Secretariat
22. How to be a successful employee
23. Motivation towards excellence and career creativity in the work environment
24. Dynamic stake in strategic achievement
25. Behavioural skills for Administrative
26. PowerPoint presentation Program
27. Editing government correspondence
28. Organizing meetings
29. Excellence in the quality of administrative work

## PERSONAL COURSES

- Perfume manufacturing skills
- Voice-over skills

## THANKS AND REWARDS

- Certificate of thanks from the General Administration of Women's Work Programs for the distinguished efforts during the period of work in the administration in ٢٠١٨.
- Certificate of excellence in the design, printing and output of all management requirements.
- Certificate of thanks from the Deputy Governor for training girls to participate in (coordination of training programs established during the summer development program for female technical institute trainers for girls)
- A certificate of thanks from the Deputy Governor for the training of girls for active participation in the (Professional Guidance Forum) held at al-Faisal International Academy in 1429.
- A certificate of thanks from the General Department of Management Development and Quality for the great efforts in the good preparation and effective coordination of the practical training program "Excellence in the Quality of Administrative Work" for the year 1429.
- A certificate of thanks from the Deputy Assistant Governor for Training and Development for the efforts made in organizing and arranging a course to prepare action plans for small projects in cooperation with King Fahad University of Petroleum and Minerals for the year 1429.
- Certificate of thanks from the Institute of Public Administration for Constructive Cooperation at the graduation ceremony of 1424-1425