

Hudaifa Bafadal

Job Title

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📍 KSA - Makkah Province - Jeddah 🌐 SOM 📅 15-JUN
👤 Married

SUMMARY

More than 10 years of experience in training and management field. Implementation required management strategies, lifting Multiple levels of administrative competence. Motivating teamwork assuring the largest results of achievement. Familiar with a lot of Supervisory duties, adept at designing and implementing effective required training programs. Perfect communication skills to foster professional relationships and maintain trust. Differ willing to run any commercial platforms such as; Governmental, private, ERP systems, and I can easily adapt to any other type of system/platform. Selling skills, experiences, persuading and influencing customers, communicating with them directly or indirectly and what's important for me is to be providing services above expected. Flexible, good speaker ability to offer services and prices As required. Design presentations to introduce your product or service with unique marketing ideas on the ground for any product in an innovative a different way after knowing a simple brief about it and I can prove it.

EDUCATION

BSC in Health Science

UoPeople

📅 DEC 2019 - Present -

California, USA

University of the People is a private non-profit, distance education university with its offices in worldwide.

Diploma in English Language & Literature

ALiSON ®

📅 FEB 2012 - FEB 2013

Galway, Ireland

Accredited Training Facial Platform established in 2007. Education that mostly focuses on workplace-based skills.

COURSES

Skills & Courses

Worldwide Authorities

There are many platform & organizations that I used for me courses trip, such as:

- Microsoft, Ministry of Education, Ministry Saudi Tourism, General Organization for Technical Education Google, Alison Courses, Career & Training Open Academy, Udemy, Teachable
- Several intensive online courses in various fields
- Different Certificates of experience and attendance at various training courses
- I took several courses in different fields including technical, administrative, training, and supervisory

LANGUAGES

EN/AR



HOBBIES

Travel

Listening to audiobooks, reading Some interesting articles

Family

Spokesperson

PERSONAL SKILLS

MS Office, deffer design softwares, Tutorials Creator with a professinal subtitles In both languages, a voiceover actor

Web design, I can provide multiple websites as Samples, if requested. Managing sites communication professionally

Ability to create charts & reports. Excellent presentation creator, samples are provided upon request

WORK EXPERIENCE

Software Quality Testing, Trainer, & Technical Support Representative.

ASE

📅 MAR 2019 - Present -

Skilled in multiple systems for Saudi labor wide market, most prominent are:

- Accounts and general settings
- Store Inventory and warehouse management
- System of VAT expenses & senior management reports
- HR Personnel, attendance system, and punching machine
- Full knowledge of software designing and engineering. Easily can communicate with any local or worldwide companies to achieve any diversified required System and implemented
- Participation in preparing more than 300+ various training programs

Invigilator

British Council

📅 2019 - 2020

- Administration of the examination department
- Communication and influence
- Planning and organizing
- Technology use
- Safety and security measures

Training Affairs Coordinator

HIPIT

📅 MAR 2016 - MAR 2019

- Leadership, supervisory and educational skills
- Members of the Supervision and Discipline Committee
- Training students on work ethics, dealing with individuals in a collective practical work manner
- General administrative affairs tasks
- Supervising public facilities

Executive Secretary

ELC

📅 OCT 2012 - MAR 2016

- Establishing bids, tenders, and contracts in MS Word, and negotiation and persuasion skills are one important requirement. The most prominent customer were the Saudi Electricity Company, being able to be the first among the competitors & contractors for training programs for a long period of time.
- Employees management, use of government platforms such as Absher, Human Resources, Ministry of Labor, and presently I have also used to help in making lots of services in ASE with Muqem and Qiwa Platform
- Using regular Excel skills in creating training schedules for every academic and summer period
- Responsible for auditing and preparing reports of various types of courses and statistics Training programs
- Coordination and implementation of external training programs (special cooperation clients)
- Obtained several appreciation certificates for implementing various training programs
- The 1st employee who created forms & reports in English, among employees & teachers.

CEO's Office Manager

Bin Afif Arch Cons & Eng Office

📅 AUG 2011 - SEP 2012

- Internal Audit and Procedures Officer
- Expert in using government E-Services Jeddah Municipality, in all procedures & details
- Basic AutoCAD skills to review architectural projects submitted by Engineers
- Guaranteeing projects, discussing problems with engineers, and tracing the reasons for preventing them from Issuing any license from Jeddah Municipality platform

Personal Computer Maintainer

Raghad Tele. & Computing

📅 DEC 2007 - JUN 2009

- Selling and convincing customers with our prices and services
- Provide extra services for a targetted customers who love to see me giving unexpected value satisfaction favor
- Buying all supplies, negotiating prices, and tracking warranties, manufactured quality, and returning them for any reason or customer complaints.
- Invoicing purchases and sales creating charts for the owner & promotions for sales magnetism.