

# Tasaheel Suliman AlSaeed

## Objective

Diligent and innovative Instructor, have experience in participating in advanced training programs to ensure the achievement of ideal results, as well as schedule individual and group training plans on a regular basis and evaluate the strengths and weaknesses to determine the training needs, also have the ability to carry out multiple and various office tasks using my administrative skills which contribute to facilitating workflow with the required efficiency and professionalism and maintaining the progress of daily plans in an organized manner. Seeking to join a progressive organization that allows me to employ my experience and skills to achieve its professional objectives.

## Education

### Diploma in Information Technology

International Technical College | 2020  
Cumulative GPA: 4.80 (Class Honors)

### Diploma in Human Resource Management

Extensive Training Academy | 2014

### Bachelor's Degree in Home Economics

College of Arts and Sciences, Qassim University | 2012

## Skills

- Training Programs
- Planning
- Human Resource Management
- Research
- Training Strategies
- Administrative Assistance
- Document Filing
- Technical Support
- Report Management
- Microsoft Office
- Service Orientation
- Emotional Intelligence
- Leadership
- Active Listening
- Critical Thinking
- Problems Troubleshooting
- Effective Communication
- Teamwork
- Non-argumentative
- Social Perceptiveness
- The Ability to Deal with Rapid Changes in Work
- The Ability of Decisions-making and Time Management

## Contact

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## Experience

### Driving Instructor

*Qassim University Driving School | Oct 2019 - Present*

- Provide the trainees with instruction on the parts and functions of a vehicle, teach them practical skills related to all aspects of driving and help them develop self-confidence
- Gain control of the vehicle during emergency situations, assure the trainees and report on their progress
- Supervise the trainees' tests and submit results and reports to the direct traffic office
- Prepare traffic test schedules with applicants' data
- Make statistical reports on attendance, as well as tests results

### Intern Secretary

*Qassim University Driving School | Jun - Aug 2019*

- Answer phone calls and redirect them when necessary
- Manage the daily, weekly and monthly agenda and arrange new meetings and appointments, and prepare correspondence, memos and forms
- File and update contact information of employees and clients
- Undertake occasional receptionist duties

## Projects

- Carry out a project feasibility study for a restaurant under the supervision of Entrepreneurship Institute and establish and implement its management duties, including the teamwork training | 2015 - 2017

## Courses

- Liquid Management by the Internet of Things (IoT) | Fasah
- Fundamentals of Management | Dorooob
- Cyber Security | Dorooob
- Introduction to Human Resource Functions | Dorooob
- Introduction to Data and Descriptive Analytics | Dorooob
- Social Media Cyber Defense | TechCampus
- DevRel MENA Study Jams | Google
- Human Resource Program | Unaizah Chamber of Commerce and Industry
- Human Resource Program | Technical and Vocational Training Corporation
- Driving Instructor Training Program | Qassim University Driving School
- English Course | Harmony Language Center (HLC)
- Smart Investment and Money Development | Social Development Bank
- Future Path for Professional Research Fundamentals | MiSK Foundation