

Yazeed Ali Saghir Al Sufyani

Personal Information

-  Saudi
-  Saudi Arabia - Taif
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Career Objective

To make the utmost effort to reach the best centers and the highest levels by operating my skills and energy in my work and to reach my goal and the place that I aspire to reach

Courses

- **Professional accreditation course in the field**
Course in the medical field
- **Professional accreditation course in the administrative**
field from the Institute for Creative Development Training
- **An introduction course in facilities management from**
the Saudi Real Estate Institute
- **A course in the introduction to the Angel Federation**
from the Saudi Real Estate Institute
- **A lecture on the role of the Quality Management System**
ISO 9001 in improving the performance of establishments
from the Saudi Organization for Standardization
Metrology and Quality
- **A course in public relations, protocol and protocol**
From the Ministry of Tourism
- **A course in business project management from the**
National Entrepreneurship Institute
- **Distance work culture course from paths**
- **Human Resources Strategic Management Course**
From the kingdom Sunshine Institute for Training
- **Legal conditioning course**
- **A course in performance management from the Third**
Sector Training Center
- **A course in Introduction to Real Estate Marketing from**
the Saudi Real Estate Institute
- **Introduction to real estate brokerage course from**
the Saudi Real Estate Institute
- **Effective personal leadership skills course from**
the Kingdom Radiance Institute for Training
- **Leadership skills course from Management**
Experts Institute for Training
- **Planning and follow-up skills from Tiba Training Institute**
- **A course in tourism marketing from the Ministry of Tourism**
- **A course in the concept and importance of quality**
in tourism services from the Ministry of Tourism
- **The art of dealing with complaints in the tourism**
and hospitality sector from the Ministry of Tourism
- **An introduction course in tourism and hospitality**
from the Ministry of Tourism
- **The path of the future program for career preparation**

Education

- **Diploma - Executive Secretarial and Office Management**
Taif University - Community College
GPA: 2.76 out of 4
Graduation season: 1/5/2019

Experiences and volunteering

- **Cooperative Executive Secretary training**
For 3 months
Saudi Arabian Airlines
- **Media coordinator in the neighborhood club in Taif**
- **Work as an organizer and media practitioner in Taif**
- **Work as a volunteer in the Ihsan volunteer team**
- **Work as a volunteer in the Association for Voluntary Work**
- **Work as a volunteer in the Nakhwa volunteer team**

Skills

- **Effective communication skill**
- **Computer proficiency**
- **work under pressure**
- **Punctuality**
- **Time management and prioritization**
- **Solve problems**
- **Mastering the time**
- **Working on Photoshop**
- **Work program Word, Excel and PowerPoint**
- **Ability to work within a team**