

Name: Suleiman Mohamed Yousef

Email: sol_mohd@hotmail.com

PERSONAL INFORMATION

Name: Suleiman Mohamed Yousef

Date of Birth: 25- Aug -1995

Mobile Number: 0552677307

Social Status: single

Birth Place: Saudi Arabia, Riyadh

Nationality : Eritrea

EDUCATIONAL QUALIFICATION

Sept. 2015 – feb2018: **Diploma Degree in Computer Science Specialized in Network Technology.** At Al Feisal international Academy of Training, , Riyadh, Kingdom Saudi Arabia.

Modules Cover: •Computer components and assembly. •Introduction to Computer. •General mathematics. •English language specialization. •Computer applications advanced . •Running the computer. •Communication Skills. •Physics . •Principles of computer networks. •Switch technique. •Router technique . •Fundamental of network wireless. • Operating systems. •WID network . • Fundamental of network security •career orientation And Excellence. •Career behaviour.

Oct. 2010 – Jun 2013: **High School.** At Prince Abdel Majid School, Riyadh, Kingdom Saudi Arabia

WORK EXPERIENCE

Nov. 2019 – Mar. 2020: VFS Global Company.

Position: Operation Officer – Ireland Embassy \ Sweden Embassy

Obligations'.

- Customer service at the counter and assist with the processing of visa applications
- reviewing application to ensure they are complete and sufficient document have been provided
- Handle visa fee cash and bank related transaction
- contacting applicants seeking additional information or documents When required

- responding to applicants queries over the phone
- Record & maintain all application data ensure accurate and timely data entry into the system with zero errors
- Scanning and submitting of completed applications and passport for Riyadh Jeddah and al Khobar city to the embassy
- Dispatch of passport by courier to the applicants
- Receiving couriered applications and passports each day
- Send daily report to the embassy about the number of applications received

July. 2020 –Dec. 20202: AL Arab Medical Laboratories

Position: Data Entry

Obligations'.

- Entering data and information and checking them according to the established work procedures
- Save the entered data and information.
- Organizing documents and files related to work
- Responding to all customer inquiries calls for their results
- resolve information discrepancies and obtain more information for incomplete document

SKILLS

- Excellent Interpersonal and Communication skills

Ability to Problem Solving and Handle a Wide Range Of Decision Making

- Good Organization Skills Withe ability To Multi Task Efficiently
- Technical skills: Using, Microsoft Office (word, excel, power point, access etc.).
- Language skills: English writing and speaking, Arabic is my mother language and Tigrinya
- Cisco Certificate Of information Technology Essential.