

Areej Al Obairi
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Jeddah -0126400940

Objectives:

An Experienced, reliable, meticulous and enthusiastic individual, who holds (MSc) Master of Science in Total Quality Management from the University of Glamorgan, Cardiff UK. Seeking a challenging position where skills base, management and all round experience can be utilised. I aim to be part of a highly effective and diverse team to expand my horizons and to add value.

Key Qualifications:

Through out my years of experience I have developed excellent leadership, time management, organisational, as well as verbal and listening.

- Strong organization and interpersonal skills.
- The ability to work in groups and accept guidance and advice.
- Problem Solving & Decision Making.
- Ability to work and perform under pressure with effective time management skills.
- Self-starter, positive attitude and flexible.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Volunteered in many humanity programs.

- Education

2012 MSc in Total Quality Management
University of Glamorgan, Cardiff

1999 BSc in Microbiology
King Abdul-Aziz University, Jeddah Saudi Arabia

EXPERIENCE

1999-present employee of the Ministry of Education school management experience and teaching

Accomplishments

2006-2010 Board of director of Ektafa Organisation (non-profit foundation)

- Created and designed a whole region database for all families living under poverty
- Organising and logistical planning for charity events
- Aiding with jobs search and recruitments
- Providing mentoring and motivation for vulnerable individuals

1999-2001 Founder and Director of Roya Center

- Set objectives and planned for social, educational workshops
- Communication with supplier and potential sponsors for donations and equipment's

Workshops, Skills and Languages:

Workshops:

2013

Lean Six Sigma green and yellow belt certificate

2010 - 2011: University of Cardiff, Cardiff, UK

Project Management course

2003 - 2013:

Attended and completed 20 short courses in the field of Project Management, Business Management and Research skills. The above courses were accomplished in the UK

2000 - 2007:

Received 15 certificates for roles in social and education development in different schools and universities.

Completed 23 workshops on educational training and development in Jeddah and Almadina Almonawara.

- Attended 14 workshops on Management skills in Jeddah and Almadina Almonawara
- Attended 2 workshops on Challenged and Gifted Children education in Jeddah

SKILLS:

- Excellent Communication Skills.
- Microsoft Office (Word, Excel, Power Point).
- Internet.

LANGUAGES:

- Fluent in Arabic (writing and speaking).
- Fluent in English (writing and speaking)

References Available Upon Request