

Curriculum Vitae

Professional administrator and informatory, human resources and administration specialist with hand on knowledge and experience in many other related professional fields, having a genuine interest in the business administration and administrative works

Self-Motivated, strong-minded, active, dynamic, ambitious, creative and skilled hard worker with excellent communication skills and ability to work individually or plurally

Aiming a progressive place with a progressive environment to be one of it, to move on and to develop the career and place

- Identification:

- **Name:** Khalid Yousif
- **Birth:** Kingdom of Saudi Arabia, 1987
- **Nationality:** Republic of Sudan
- **Education:** MMBA, BA
- **Profession:** Administration, Media
- **Job:** Administrator, Human Resources and Administration/Organization Development Division, Arabian International Company, KSA
- **Contact:**
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- Qualification:

- **Mini Master of Business Administration:** International Electronic University, Egypt, 2019
- **Bachelor of Arts:** University of Khartoum, Sudan, 2009
- **TOEFL:** Score 450, ETS, USA, 2012
- **Secondary Certificate:** Sudan, 2005
- **Elementary and Middle Certificates:** KSA, 2001

- Conference, Course, Training:

- **Course:** Etiquette, Everest Center for Training and Human Development, Sudan, 2019
- **Course:** Financial Management, Everest Center for Training and Human Development, Sudan, 2019
- **Course:** Leadership, Everest Center for Training and Human Development, Sudan, 2019
- **Course:** Human Resources, Everest Center for Training and Human Development, Sudan, 2019
- **Course:** Marketing and Public Relations, Everest Center for Training and Human Development, Sudan, 2019

- **Course:** Project Management, Everest Center for Training and Human Development, Sudan, 2019
 - **Course:** Quality, Everest Center for Training and Human Development, Sudan, 2019
 - **Course:** Strategic Management, Everest Center for Training and Human Development, Sudan, 2019
 - **Course:** Human Resources Specialist, American Institute for Skills Development, Sudan, 2016
 - **Conference:** The European Sudanese Relations, Sudan, 2008
 - **Conference:** The Coexistence and Dialogue of Religions, Sudan, 2007
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- Career & Experience:

➤ Job:

- Administrator (Human Resources and Administration/Organization Development Analyst/HRBP, Specialist, Officer. Executive Secretary. Editor & Executive Manager Assistant. Translation & Public Relations Employee)
- Marketing Executive
- Informatory

➤ Administrative; Administrator (Analyst/HRBP, Specialist, Officer), Human Resources and Administration/Organization Development Division, Arabian International Company, KSA, 2015-Now:

- Assisted president with secretariat, office and translation works
- Coordinated between president and others
- Created and managed new HR functions and items
- Created and managed projects: Employee Change of Status Online and Probation Period Online
- Prepared and controlled documents
- Prepared and ran part of payroll process
- Prepared a special, regular and irregular reports
- Prepared and conducted orientation session of new employees
- Prepared, managed and ran manpower and organization database
- Prepared, managed and ran annual employees performance appraisal
- Prepared, managed and reported probation period evaluation of new employees and other related procedures
- Prepared, managed, created and reported HR and Admin projects, operations, documents, reports and analysis
- Participated in recruitment
- Participated in employee relations
- Participated in special procurement operations
- Participated in HR projects, functions and information systems by using IFS and Orion software
- Trained and mentored new related employees
- Worked with other divisions on related HR functions
- Translated and interpreted in Arabic-English languages
- Implemented other related tasks

➤ Administrative; Administrator (Executive Secretary-Chief Sales and Marketing Officer), Sales and Marketing Department, NAQEL Express Company, KSA, 2014-2015:

- Assisted CSMO with secretariat, office, translation, research and planning works

- Responsible of whole Sales and Marketing Dept. and most of its work (Administrative and Commercial) to run it as the first administrative employee (General-Secretary)
- Prepared commercial contracts (Arabic-English)
- Prepared sales and marketing reports, presentations and any related
- Participated in preparation of quarterly sales and marketing reports
- Participated in preparation and attendance of quarterly company meetings
- Participated in executive office meetings as a rapporteur and as a sales and marketing department representative
- Coordinated between sales and marketing department and other departments
- Coordinated between CEO and executive officers from a side and CSMO from another side
- Translated and interpreted conversations, commercial contracts, official documents and any text in Arabic-English languages
- Implemented other related tasks

➤ **Sales and Marketing; Marketing Executive: Alwalee Medical Company, Sudan, 2011-2013:**

- Implemented some sales works
- Promoted company's products
- Participated in preparation of advertisements and public relations

➤ **Administrative; Administrator (Editor & Executive Manager Assistant): Future University, Sudan, 2013:**

- Saved university's issues
- Assisted executive manager with secretariat, office, translation, research and editing works
- Assisted executive manager to run all daily works of executive office, and to be responsible in his absence
- Prepared and planned meetings; Invitations, agendas, resolutions and records
- Translated and interpreted conversations, official documents and any text in Arabic-English languages
- Edited and reviewed advertisements, reports, notices, letters, records and various documents in Arabic-English languages
- Implemented other related tasks

➤ **Administrative; Administrator (Translation & Public Relations Employee): Embassy of the Islamic Republic of Pakistan, Sudan, 2011-2012:**

- Followed up, monitored and edited all related affairs to Pakistan in media and other
- Followed up related matters of the embassy and its members with the competent authorities
- Facilitated embassy and its members work and duties with the concerned authorities
- Communicated with media and related about the work of embassy and its duties
- Created public relations between embassy and authorities, public figures and community
- Translated and interpreted conversations, official documents, newspapers and any related text in Arabic-English languages
- Prepared and arranged embassy events, celebrations, meetings, presentations and official conferences
- Prepared and arranged visits and communications of embassy members with concerned authorities and other
- Prepared and planned meetings; invitations, agendas, resolutions and records

- Prepared advertisements, reports, notices, letters and various documents in Arabic-English languages to address government competent authorities and other
 - Accompanied and assisted embassy members to know and adapt with the community, interpreted conversations and provided the required information and administrative services for them
 - Implemented secretariat and office works
 - Implemented other related tasks
- **Media; Informatory (Broadcaster, Journalist, Political Analyst, Radio Journalist, Programs and News Producer, Editor and Essayist): Radio of Wadi Alneel, Newspaper of Alraeed (Political Section), Newspaper of Alsudani (News Section), Newspaper of Alwatan (All Sections), Sudan, 2007–2011:**
- Prepared and broadcasted radio programs
 - Translated and interpreted in Arabic-English languages
 - Edited, produced, covered and collected radio journalism
 - Edited, produced and broadcasted news, news bulletins, political reports and political analyses
 - Edited, produced and translated items and related information in Arabic-English languages
 - Collected, edited and produced coverage of political seminars, press conferences, news and political events
 - Collected, edited and produced local and world news, whole of world news page, news focusing on the diplomatic circles, news and journalistic items in all sections, political reports, political analyses, political issues, political interviews, political debates and political investigations
 - Editorial designing and directing items for publication and designing pages which contain news including first page of newspaper with headlines for publication
 - Wrote essays (Articles) about different issues, focusing on political and intellectual subjects, published in Magazine of Arabic Newsweek and Newspaper of Alsudani since 2007
 - Implemented other related tasks
- **Most Important Work:**
- **Administrative; HR System:** Saved effort, cost and time by being the main creator of a comprehensive HR system and then main responsible of it to manage and run it to contain, organize and maintain all employees HR operations and regulations, Arabian International Company, KSA, 2015-Now
 - **Administrative; Certified HR Specialist:** Enhanced existed HR tasks, handled new ones and getting more involved in HR business by experience and training (Practically and Academically) as awarded HR Specialist, American Institute for Skills Development, Sudan, 2016, Arabian International Company, KSA, 2015-Now
 - **Administrative; Projects:** Created and managed projects: Employee Change of Status Online, Probation Period Online, annual employees performance appraisal, and participated in other projects.
 - **Administrative; Human Resources and Administration/Organization Development:** Managed related functions for +5000 employees
 - **Administrative:** Facilitated and accelerated inside operations to support the team that gained more customers and achieved more targets and profits accordingly by rearranging and running the related work of sales and marketing department, NAQEL Express Company, KSA, 2014

- **Media; Scoop Interview:** Egyptian Intelligence Chief Omer Sulaiyman, Newspaper of Alraeed, Sudan, 2009
- **Media; Scoop Interview:** Leader in (FATEH) Palestinian Movement Azzam Alahamad, Newspaper of Alraeed, Sudan, 2009
- **Media; Scoop Interview:** First and only Informatory in Sudan who conducted an interview with American Envoy to Sudan Scott Gration, Newspaper of Alraeed, Sudan, 2009
- **Media; Scoop Meeting:** Egyptian Minister of Foreign Affairs Ahmed AboAlghate, Newspaper of Alraeed, Sudan, 2009
- **Media; Scoop News:** first and only Informatory in Sudan who contacted with Paris and brought the Paris's confirmation and response over the disappearance of a Soldier Frenchman from (EUFOR) Force which works in Chad at the border between it and Sudan in Darfor region, and then brought information about France's demand to the Sudanese Government to help it to find the missing soldier through my connection with French Ministry of Defense, and then, stands out of follow up for the scoop by going on between Paris, Khartoum and N'Djamena until the missing soldier was found. I also brought additional information about the attendance of French medical crew through my connection with French Ministry of Defense to pick up and return the soldier to his country, which led to contain the situation between the two countries, France and Sudan. Newspaper of Alsudani, Sudan, 2008
- **Media; Interview:** Spokeswoman of United Nations Mission in Sudan (UNMIS) Radhia Ashoori, Newspaper of Alwatan, Sudan, 2007
- **Media; Press Coverage:** South Sudan Referendum – Jan. 2011, Radio of Wadi Alneel, Sudan, 2011
- **Media; Press Coverage:** Sudanese Elections – Apr. 2010, Radio of Wadi Alneel, Sudan, 2010
- **Media; Press Coverage:** Fifth Census and Housing in Sudan – Apr. 2008, Newspaper of Alsudani, Sudan, 2008
- **Media; Published Articles:** Many issues, focusing on political and intellectual subjects, Magazine of Arabic Newsweek and Newspaper of Alsudani, Kuwait and Sudan, 2007-2010

➤ **Ability and Skill:**

- Flexibility and adaptability, leadership and public relations, working and delivering under pressure, common culture and information, strong common interpersonal and interpretation skills, initiative and creativity, teamwork, time management, performance management, strategic planning, projects management, business administration
- Researching, analyzing, planning, organizing and developing the information quickly and efficiently
- Hotel Works; Hosting, tourism and hotel systems ...etc.
- Office Works; Administration, HR, secretariat, logistics, customer service, sales and marketing...etc.
- Languages; Arabic and English: Reading, writing, speaking and translating
- Excellent Arabic Language; Automatically speech, rapid and perfect reading, writing the letters and all official documents
- Advanced computer skills; Microsoft Windows, Microsoft Office, software packages and fast typing
- Political knowledge; showing, writing, analyzing and discussing the political issues and articles

- Knowledge and creating the public relations with their arts; Producing the publications, recorded pages, information items for public relations, media planning, planning the advertisements, producing, creating and organizing and conducting the seminars
- Media; General communication and media skills (Academically and Technically), conducting the investigations, interviews, and debates, radio directing, photography journalist, writing different-subjected articles, broadcasting and presenting the media works, occasions and celebrations, editorial designing and directing the items for publication, designing the pages of newspapers collecting, editing and producing the whole media forms items: news, reports, articles, events ...etc.

- Reference:

- **Ghaiyyath Gabr:** Administrative Employee; Manager, Tel. +966504338362, KSA
- **Daniel Prevost:** Administrative Employee; Chief and Consultant, Tel. +966593000411, +966555109679, KSA
- **BahaaAldin Eisa:** Informatory, Tel. +249912348537, Sudan

