

# YUNES ALI SALEH ALWAJIH

**Address:**

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## Summary

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A skilled professional in the field of Management, graduated from one of INDIA's well known colleges, majoring in electronic engineering and obtained Masters degree in Business Administration. Skilled in IT and fluent in English. Looking for challenging assignments in the domain of Management/Business Administration / Electronics and Telecom. Engineering / Translation. Positive spirit, quick learner and highly professional.

## Skill Highlights

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- Well versed with Microsoft Office
- Good designing skills (Picture art)
- Fluent spoken and written English
- Experience in supervision and lecturing / Training
- Positive attitude, quick learner, dedicated
- Cultural diversity

## Experience

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### Head of International Business Dept.

Feb'2020- Current

Twintech University (I.U.T.T) - Sana'a , YEMEN

### Administrative Responsibilities as Head of IB Department:

- Preparing the timetables of all semesters for the International Business program.
- Coordinating the work of more than thirteen lecturers and monitor their performance.
- Supervising the lecturers of the IB department.
- Signing contracts with the part time lecturers.
- Updating the financial plan for the IB department.
- Conducting interviews and testing new employees or lecturers in the department.
- Attending university conferences and sharing ideas to forecast and plan new programs.
- Arranging the timings and dates of the midterm for IB lectures.
- Collecting and submitting the fortnightly reports.
- Participating in various events, workshops and seminars that take place in the university.
- Attending and discussing the industrial training with the students.
- Conducting the orientation for the fresh students.
- Revising all the IB graduates' certificates and submitting them to the control.
- Solving problems of graduates who have not cleared all their subjects.
- Receiving and solving problems of fresh students of semester one.
- Resolving clashes of the halls with other departments.
- Conducting meetings for discussion of the projects of final year with the students.
- Receiving complains of students from all the semesters and try to resolve it.
- Participating and the academic meeting held in the beginning of the month to solve the problems of the IB department.

## Responsibilities as Lecturer:

- Preparing and delivering lectures, tutorials, workshops, and seminars
- Developing curricula and course material that can be used across a number of platforms
- Collaborating with other academics and lecturers to improve teaching methods.
- Setting and grading assignments, tests, and exams.
- Lecture planning, preparation and research
- contact and teaching time with students
- Checking and assessing students' work
- Encouraging personal development via tutorial or pastoral work
- Invigilating examinations
- Conducting midterm exams for my subjects.
- Attending staff meetings
- Reading academic journals
- Supervising students researches.
- Attending and speaking at conferences and seminars

## Administrative assistant and English Teacher

Sep'2018- 2020

European Sana'a School - Sana'a, YEMEN.

## Responsibilities as Admin assistant:

- Handle administrative requests and queries from senior managers.
- Planning meetings and taking detailed information.
- Organize and schedule appointments.
- Maintain contact lists.
- Submit and reconcile reports.
- Opening files for all the students of the higher levels as well as organizing them for easy reference.

## Responsibilities as English Teacher:

- Be conscious of the special duty of care of the students and the public education system in all activities in and out of the school.
- Demonstrate the highest standards of professional behavior, when interacting with students, parents and staff.
- Collaborate in the development of school plans, policies and programs.
- Devise and document teaching and learning programs and develop and implement appropriate evaluating mechanisms.
- Teach the given syllabus in the time span given to finish it.
- Make exams, collect the marks and organize them in mark sheets.

## Internships

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### Marketing representative - Intern

Dec'2017-Feb'2018

Religare Insurance Company. Pune, INDIA

## Responsibilities as intern:

- Attend meetings, seminars and programs to learn about new products and services, learn new skills, and receive technical assistance in developing new accounts.

- Analyze insurance program and suggest additions or changes, or to change beneficiaries.
- Calculate premiums and establish payment method.
- Confer with clients to obtain and provide information when claims are made on a policy.
- Contact underwriter and submit forms to obtain new clients.
- Ensure that policy requirements are fulfilled, including any necessary medical examinations and the completion of appropriate forms.
- Explain features, advantages and disadvantages of various policies to promote sale of insurance plans.
- Inspect property, examining its general condition, type of construction, age, and other characteristics, to decide if it is a good insurance risk.
- Interview prospective clients to obtain data about their financial resources and needs, the physical condition of the person or property to be insured, and to discuss any existing coverage.
- Perform administrative tasks, such as maintaining records and handling policy renewals.
- Seek out new clients by door to door visits to find new customers and generate lists of prospective clients.
- Sell various types of insurance policies to businesses and individuals on behalf of insurance companies, including life, medical and dental insurance.

## Education

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**2018: Masters' of Business Administration** - Tilak Maharashtra Vidyapeet college - Pune, India. (First Class with Distinction )

**2016: Bachelors' of Engineering (Electronics and Telecommunication )**- MIT Pune university - Pune, India. 57% (higher second class).

**2010: 12<sup>th</sup> Standard from Al-Amjad High School** - Sana'a, Yemen. 91.61% marks. (Got a scholarship for higher studies)

## Languages

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**English** – C1

**Arabic** – Mother Tongue

## Certifications

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**English Language Certificate** – Level 5 – Pune University – INDIA

**Microsoft office 2016 Certificate** - NIIT - INDIA

**Computer Hardware** – APTECH - INDIA

## Hobbies

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Painting, Sketching

Swimming

*Reference: available upon request*