

Riyadh Tamish  
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## PERSONAL PROFILE

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I am a senior teacher, lecturer and trainer in the fields of:

- Business Administration for 1 year
- English for academic, personal, institutional and business purposes for 15 years' experience.
- Islamic culture in both Arabic and English for 8 years.
- Computer (Introduction to Computer, Microsoft Office) for 1 year.
- Physics in English (Cambridge and Oxford Curriculum) for 6 months.

I am a highly organized manager with 6 years' experience, I had successfully managed admin skills to possess strong interpersonal skills, recruit, train, supervise, monitor and evaluate staff and teachers, lay off, improve working environment and commitment to employee welfare, familiar with the payroll system and the employment law, coordinate schedules, prepare budget and estimate cost, make reports and recommendations, identify rules and regulations, solve problems and make decisions, structure compensation and bonus, conduct performance and satisfaction surveys, plan and manage projects, formulate and implement strategies. Looking to leverage my knowledge, skills and experience into a role as administrative or teaching position.

## EDUCATION

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2017 - 2021	<b>INTERNATIONAL UNIVERSITY OF TECHNOLOGY TWINTech (IUTT)</b> <i>Master of Business Administration (MBA)</i> <ul style="list-style-type: none"><li>• MBA Thesis Title "Factors affecting students' choice for private universities in Yemen"</li><li>• Researches, questionnaires, evaluation and reports, case studies and presentations, projects, study and analysis of all MBA subjects etc...</li><li>• Programs such as VISO &amp; Arena in Operation Management, MS Project in Project Management &amp; SPSS in Business Research Methods</li><li>• Excellent Degree (First Class Honor with a GPA 3.84)</li></ul>	Sana'a, Yemen
2021	<b>SANA'A UNIVERSITY</b> <i>Certificate of Proficiency in English Language</i> <ul style="list-style-type: none"><li>• Excellent degree</li></ul>	Sana'a, Yemen
2005 - 2009	<b>SANA'A UNIVERSITY</b> <i>Bachelor of Arts and Humanities, English Literature</i> <ul style="list-style-type: none"><li>• Very good degree</li></ul>	Sana'a, Yemen
2005 - 2009	<b>FACULTY OF ARTS AND HUMANITIES</b> <i>Alison ABC IT (1-2-3) and Alison Touch Typing Skills (online)</i> <ul style="list-style-type: none"><li>• Excellent Degree</li></ul>	Sana'a, Yemen
2008	<b>SANA'A UNIVERSITY, COMPUTER CENTER</b> <i>Sana'a University Computer Driving License</i> <ul style="list-style-type: none"><li>• Excellent Degree</li></ul>	Sana'a, Yemen

2004	<b>THE COMPUTER, ELECTRONIC AND LANGUAGES CLUB</b> <i>Secretarial Diploma</i> <ul style="list-style-type: none"><li>• Very Good Degree</li></ul>	Sana'a, Yemen
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## EXPERIENCE

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2017-Present	<b>INTERNATIONAL UNIVERSITY OF TECHNOLOGY TWINTech (IUTT)</b> <i>A Member of IUTT Senate (University Council)</i> <ul style="list-style-type: none"><li>• Make and approve the rules and the regulations</li><li>• Make decision, policies and solve problems</li><li>• Create, implement and evaluate strategies</li><li>• Coordinate, control and monitor the work process</li><li>• Discuss academic and work issues</li></ul>	Sana'a, Yemen
2017-Present	<b>INTERNATIONAL UNIVERSITY OF TECHNOLOGY TWINTech (IUTT)</b> <i>Head of Common (Requirement) Subjects &amp; English Language Center Manager</i> <ul style="list-style-type: none"><li>• Recruit, induct and train staff and teachers</li><li>• Supervise, monitor and evaluate staff and teachers</li><li>• Conduct performance and satisfaction surveys</li><li>• Improve working environment and commitment to employee welfare</li><li>• Plan and manage projects</li><li>• Formulate and implement strategies</li><li>• Coordinate schedules, prepare budget and estimate cost</li><li>• Make reports and recommendations, solve problems and make decisions</li><li>• Select textbooks and modify the curriculum and provide class materials</li><li>• Allocate students to lectures and assign lecturers to subjects</li><li>• Provide activities and tests</li><li>• Work, revise, check and manage students' coursework and final exams</li><li>• Interview the new applicants</li><li>• Conduct the placement test and group the accepted and weak students</li><li>• Revise, check and announce students' marks</li></ul>	Sana'a, Yemen
2021-Present	<b>INTERNATIONAL UNIVERSITY OF TECHNOLOGY TWINTech (IUTT)</b> <i>A business Administration Lecturer</i> <ul style="list-style-type: none"><li>• Currently teaching the following subjects<ul style="list-style-type: none"><li>- Strategic Management                      - Macroeconomics</li><li>- Principles of Marketing                      - International Marketing</li></ul></li><li>• Able to teach the following subjects<ul style="list-style-type: none"><li>- Operation Management                      - Project Management                      - International Management</li><li>- Marketing Management                      - Principles of Management - Quality Management</li><li>- Business Communication                      - Organizational Behavior                      - International Business</li><li>- Entrepreneurship                      - Business Research Methods</li></ul></li><li>• Deliver scheduled lectures in an efficient way with professional and modern techniques</li><li>• Arrange tests, assignments and presentations to evaluate students' performance</li></ul> <i>A business Administration Researches Supervisor</i> <ul style="list-style-type: none"><li>• “Strategies affecting work morale and productivity on Yemeni organizations”</li><li>• “Delaying tuition fees impact on universities’ performance”</li></ul>	Sana'a, Yemen

2013-Present	<b>INTERNATIONAL UNIVERSITY OF TECHNOLOGY TWINTech (IUTT)</b> <i>An English Lecturer</i>	Sana'a, Yemen
	<ul style="list-style-type: none"> <li>• Teach English for academic listening, speaking, reading and writing skills with grammar</li> <li>• Teach English for Specific Purposes at all faculties</li> <li>• Teach Preparatory English Courses to IUTT candidates</li> <li>• Deliver scheduled lectures in an efficient way with professional and modern techniques</li> <li>• Arranged tests, assignments and presentations to evaluate students' performance</li> </ul>	
2013 - 2021	<b>INTERNATIONAL UNIVERSITY OF TECHNOLOGY TWINTech (IUTT)</b> <i>An Islamic Lecturer</i>	Sana'a, Yemen
	<ul style="list-style-type: none"> <li>• Teach Islamic Culture course in English with Islamic English Terms.</li> <li>• Discuss scientific miracles in the Holy Quran and Sunnah.</li> <li>• Deliver scheduled lectures in an efficient way with professional and modern techniques</li> <li>• Arrange tests, assignments and presentations to evaluate students' performance</li> </ul>	
2019-2021	<b>AL-HABISHI AND HIS PARTNERS FOR TRADE</b> <i>A General Manager &amp; Accountant manager</i>	Alwadia'a, Hadramout, Yemen
	<ul style="list-style-type: none"> <li>• Manage all the operational requirements of the supermarket</li> <li>• Deal with all customers' complaints &amp; recognize their requirements</li> <li>• Recruit staff, organize training, assign tasks, appraise, monitor, and plan tasks</li> <li>• Review merchandising by formulating pricing policies</li> <li>• Increase sales and determine all required sales promotions towards marketing</li> <li>• Improve profit and identify profitability ratio by studying financial and operating statements</li> <li>• Schedule expenditure, prepare annual budget and achieve financial objectives</li> <li>• Maintain inventories and approve contracts to ensure consistent availability of the required services and merchandise</li> <li>• Ensure all manual documents relating to sales are correctly posted into the system in the correct accounting period</li> <li>• Input and update product-costing formulations in the system for new items.</li> <li>• Ensure accurate posting, valuation and reconciliation to stock ledger /general ledger</li> <li>• Prepare and use accounting software (Betasyss, mini express accounting system)</li> </ul>	
2020	<b>PEACE AND SECURITY ORGANIZATION</b> <i>(Volunteer) Community Engagement and Women Empowerment</i>	Sana'a, Yemen
	<ul style="list-style-type: none"> <li>• Capacity building training in women project management</li> <li>• English skills and correspondence</li> <li>• Preparing CV and a cover letter</li> </ul>	
2016-2017	<b>MANARAT SANA'A SCHOOL</b> <i>A Senior English Teacher</i>	Sana'a, Yemen
	<ul style="list-style-type: none"> <li>• Taught English to grades 5, 6, 7 &amp; 8 Macmillan &amp; International English curriculum.</li> <li>• Delivered scheduled classes in an efficient way with professional and modern techniques</li> <li>• Arranged tests, assignments and presentations to evaluate students' performance</li> </ul>	
2016-2018	<b>PHARMACY WORLD</b> <i>An Interpreter and a Translator</i>	Sana'a, Yemen

- Interpret to foreign staff
- Interpret meetings
- Translate documents and emails

2009-2014	<b>CANADIAN CENTER FOR TRAINING &amp; CAPACITY DEVELOPMENT</b> <i>A Senior English Teacher</i>	Sana'a, Yemen
	<ul style="list-style-type: none"> <li>• Taught English for TOFEL iBT, Local TOFEL, Diploma Program &amp; Summer Courses.</li> <li>• Taught English for Specific Purposes (British Embassy Employees, Government &amp; Private Sectors)</li> <li>• Delivered classes in an efficient way with professional and modern techniques</li> <li>• Arranged tests, assignments and presentations to evaluate students' performance</li> </ul>	
2010-2013	<b>SABAFON COMPANY (TELECOMMUNICATION COMPANY)</b> <i>A Customer Care Agent</i>	Sana'a, Yemen
	<ul style="list-style-type: none"> <li>• Answer incoming calls and respond to customer's complains</li> <li>• Possess strong and affective interpersonal skills to deal with customers and staff</li> <li>• Research, identify, and resolve customer complaints using applicable software</li> <li>• Recognize, document, and alert the management team of trends in customer calls</li> <li>• Follow up customer calls where necessary</li> </ul>	
2010-2012	<b>DAR-ALSLAM ORGANIZATION</b> <i>An Interpreter and a Translator</i>	Sana'a, Yemen
	<ul style="list-style-type: none"> <li>• Interpret to foreign staff</li> <li>• Interpret meetings</li> <li>• Translate documents and emails</li> </ul>	
2009	<b>AZAL INSTITUTE</b> <i>An English coordinator and teacher</i>	Sana'a, Yemen
	<ul style="list-style-type: none"> <li>• Select textbooks and provide class materials</li> <li>• Supervise, monitor and evaluate staff and teachers</li> <li>• Allocate students to classes and assign teachers to classes</li> <li>• Provide activities and tests</li> <li>• Taught English for Diploma Program &amp; Summer Courses</li> </ul>	
2008 - 2009	<b>AMERICAN ACADEMY FOR TRAINING</b> <i>An English teacher</i>	Sana'a, Yemen
	<ul style="list-style-type: none"> <li>• Taught English for Diploma Program &amp; Summer Courses</li> <li>• Arranged tests, assignments and presentations to evaluate students' performance</li> </ul>	
2008	<b>NATIONAL AMERICAN INSTITUTE</b> <i>A Computer Teacher</i>	Sana'a, Yemen
	<ul style="list-style-type: none"> <li>• Design, facilitate, and teach the computer instruction component</li> <li>• Taught basic computer knowledge of software and MS Office</li> <li>• Prepare execute lesson plans, assigning tasks, and evaluating student work and progress</li> </ul>	

## TRAINING

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**CANADIAN CENTER FOR TRAINING & CAPACITY DEVELOPMENT** Sana'a, Yemen  
2012, Sep 6<sup>th</sup> to 28<sup>th</sup> Teaching Knowledge Test (TKT), British Council  
2010, July 8<sup>th</sup> to 30<sup>th</sup> Pronunciation, British Council

**SABAFON COMPANY (TELECOMMUNICATION COMPANY)** Sana'a, Yemen  
2010, Mar 6<sup>th</sup> to 31<sup>th</sup> Oracle & Technical Programs

**INTERNATIONAL UNIVERSITY OF TECHNOLOGY TWINTech (IUTT)** Sana'a, Yemen  
2014, June 15<sup>th</sup> Module Implementing Plan for curriculum  
2014, June 16<sup>th</sup> & 17<sup>th</sup> Course Specification  
2018, Jan 10<sup>th</sup> & 11<sup>th</sup> Learning Management System (LMS)  
2018, May 13<sup>th</sup> & 14<sup>th</sup> Design programs based on learning outcomes, vision, mission, goals and outcomes  
2021, Apr 26<sup>th</sup> & 27<sup>th</sup> Administrative and organizational development and job performance improvement

**AL-HABISHI AND HIS PARTNERS FOR TRADE** Sana'a, Yemen  
2019, May 22<sup>nd</sup> to 24<sup>th</sup> Betasys, mini express accounting system

## SKILLS AND ACTIVITIES

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- Excellent Microsoft Office skills, network, internet, install and format
- English and Arabic typing 30 WPM
- Excellent Fluency in English and Arabic
- Excellent communication skills, self-motivated and highly optimist and enthusiast
- Ability to work efficiently within a team or individually
- Knowledge and experience of intercultural differences

## REFERENCES

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Prof. Wael Al-Aghbari President of IUTT [Wael.Aghbari@gmail.com](mailto:Wael.Aghbari@gmail.com) +967 777869168  
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