

Osan Al-Mekhlafi

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Date of Birth: 23.08.1991 Driver's License: Since 2015

Career Objective

Versatile professional with a Bachelor's degree in Computer Applications, bringing comprehensive expertise in Computer Science, International Relations, and Human Resources. Leveraging international experience across Yemen, China, India, and Germany, coupled with a strong diplomatic family background, I have cultivated a deep understanding of IT management, cross-cultural communication, and global diplomatic processes. I am seeking a dynamic role where I can apply my interdisciplinary skills to drive organizational success, foster international collaboration, and optimize human resources strategies.

Education

Technische Universität Clausthal, Clausthal-Zellerfeld, Germany

Master of Science in Computer Science

04/2022 – Present

Currently paused to gain professional experience; resumption planned

Focus: Software Development, Data Analysis, Artificial Intelligence

Expected Graduation: [Year]

Hamdard University, New Delhi, India

Bachelor of Computer Applications (BCA)

06/2011 – 06/2014

Graduation Grade: 2.0 (German Equivalent)

Key Courses: Data Structures, Algorithms, Software Engineering, Network Technologies

Gymnasium Yemen, Sanaa, Yemen

General Secondary Education (Abitur)

09/2008 – 06/2009

Graduation Grade: 1.3 (German Equivalent)

Work Experience

AL-RASHED Trading Center, Sanaa, Yemen

HR Assistant

06/2014 – 12/2016

Supported the Human Resources department in recruitment, employee development, and administrative operations. Helped implement strategic HR processes, managed documentation, and improved internal communication workflows.

Embassy of the Republic of Yemen, Beijing, China

Embassy Office Manager

12/2016 – 08/2017

Managed the Ambassador's office. Coordinated diplomatic tasks, international relations, and office operations. Ensured communication between the embassy and relevant international authorities.

Further Education

British Council, New Delhi, India

English Language Course

08/2009 – 04/2010

Mariaspring, Clausthal-Zellerfeld, Germany
German Language Course

11/2017 – 02/2018

Volkshochschule, Bremerhaven, Germany
German Language Course

06/2018 – 11/2018

University of International Business and Economics, Beijing, China
Chinese Language Course

02/2017 – 07/2017

Technical Skills

- Programming Languages: Java (Basic), C++ (Basic), Python (Basic)
- Software: MS Office (Word, Excel, PowerPoint), SolidWorks, CAD 2007
- Data Analysis: Basic knowledge of data analysis and solution creation
- Design and CAD: Knowledge of Computer-Aided Design (CAD) and SolidWorks

Languages

- Arabic: Native
- English: Fluent in speaking and writing
- German: B1 level
- Chinese: A1 level

Projects and Certificates

- Fee Management System: Developed as part of university coursework
- Certificates:
 - Java Programming (Beginner)
 - C/C++ Programming (Beginner)
 - Workshop: “Effective Communication Skills”
 - 6th International Conference: “Post Recessionary Economy”
- Typing Test: 50 words per minute

Miscellaneous

- Driver’s License: Since 2015
- Hobbies: Cars, Traveling
- International Experience: Lived in India, China, and Germany, gaining valuable cross-cultural competencies.
- Residence and Work Permit: Residence permit under §25 Abs. 2 – unrestricted permission to take up full-time employment

References

Available upon request.