

# MUSTAFA MOHAMMED ABDULLAH AL-QUTBA

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## ABOUT ME

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I seek to leverage my skills, abilities, and knowledge to foster professional growth while being resourceful, high-achieving, innovative, and adaptable. I am always striving to maintain balance and am committed to advancing development, harnessing potential, and achieving creativity in line with our nation's vision.

## EDUCATION

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- **University Name:** Sana'a University – Yemen
- **Major:** English Literature (Translation)
- **Grade:** Good
- **Graduation Year:** 2011
  
- **University Name:** Modern Science University – Yemen
- **Major:** Diploma in Business Administration
- **Grade:** Good
- **Graduation Year:** 2012

## EXPERIENCE

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- **Employer:** Saleh Mohammed Equipment Rental Establishment
- **Job Title:** Labor Supervisor
- **Duration:** From 2013 to 2015
  
- **Employer:** Saleh Mohammed Heavy Equipment Rental Establishment
- **Job Title:** Administrative Assistant
- **Duration:** From 2015 to 2018
- **Location:** Jeddah – Kingdom of Saudi Arabia
  
- **Employer:** Saleh Mohammed Heavy Equipment Rental Establishment
- **Job Title:** Executive Assistant
- **Duration:** From 2018 to 2025

## COURSES

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- **TOEFL Certificate in English Language**
- **Institution:** YALI Institute – Affiliated with the U.S. Embassy
- **Location:** Sana'a – Yemen
  
- **Computer Skills Training Course**
- **Safety and Security Certificate**

## SKILLS

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- Proficient in office work and reporting
- Effective team leadership
- Clear and direct communication
- Quick problem-solving
- Smart task delegation
- Motivating and improving performance
- Organizing and planning tasks
- Efficient time management
- Making decisive decisions
- Building successful professional relationships
- Working under pressure

## LANGUAGES

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- Arabic
- English