

# **Fuad Khalaf Thiabat**

**Riyadh-Kingdom of Saudi Arabia**

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## **Objective:**

A challenging full-time career in field of teaching , translating English language and any other related field in dynamic and creative environment to have the experience and enjoy my work.

## **ACADEMIC QUALIFICATION:**

B.A. degree in English Language and Literature from Al-Hussein Bin Talal University, Jordan (2003).

## **Certificates**

- International Computer Driving License and Internet skills – **ICDL**.
- INTEL teach to the future.

## **RELEVANT SKILLS AND EXPERIENCE:**

- Leadership and good communications skills.
- Ability to learn new skills.
- Organizing and managing exhibitions and trips.
- Motivating teamwork and reliability.
- Ability to handle work under pressure.
- Excellent spoken and written English and Arabic.
- Ability to work with Microsoft Office and preparing presentations.

## **WORK HISTORY:**

### **1. Administrative Assistant ( EMBA Dept.)**

**[Al-Yamamah University.](#)**

**June 2009-Now.**

*Job Description;*

- Securing the commitments of foreign and domestic faculty to teach in the EMBA program and maintaining files for all of the faculty members.
- Planning the calendar for courses in the EMBA ,including dates, times and classrooms.
- Working with YU EMBA partner institutions to ensure continuity of the program development.
- Act as first point of contact for the department,
- Answer enquiries (received by email, telephone or fax) and, if appropriate, direct them to the appropriate member of staff.

- Act as first point of contact for routine student enquiries about course choices, course requirements, examination procedures, referring queries to other members of staff as appropriate,
- Provide assistance to Departmental Tutor, EMBA course conveners,
- Produce class lists,
- Produce seminar and lecture lists for first year classes
- Maintain alumni database
- Act as point of contact for enquiries from alumni
- Act as point of contact for enquiries about departmental events and alumni activities
- Assist with organization of departmental and alumni events – e.g. posters, mailings, room bookings, catering,
- Maintain departmental mailing lists, for dissemination of information, for example about research seminars, special lectures and event to staff, students, visiting professors, affiliate academics,
- Help with organization of events and publicity, as requested by members of staff

## **2. Contracting coordinator & secretary**

**Jan . 2008- May 2009.**

**Al Sawadi Contracting Co.** - KSA (Full-Time)

*Job Description;*

- *Request for quotations.*
- *Purchasing assistant.*
- Archives: files & quotations.
- *Arranging meetings.*

## **3. Supervisor of English Department/Teacher**

**Sep. 2003 to Feb.,2007**

**Schools of Ministry of Education** - Jordan (Full-Time)

*Job Description:*

- Supervisor of English Departments in the schools I worked in.
- Teacher of English language for secondary and primary classes.
- Coordinating trips, exhibitions for classes.
- Taking care of students and their needs.
- Communicating with students to increasing their productivities.

### **Training and Courses:**

- ICDL; International Computer Driving License; At Ministry of Education in Jordan.
- INTEL Teach for the future: A program in which we computerize the lessons and teach them using computers; At Ministry of Education in Jordan.

### **References:**

- ❖ Dr. Fahad Al-Olayan –Dean of College of Business Administration YU. Cell: +966 501-131-981.
- ❖ Dr. Ahmed Al-Kattan – Dean of continuous education College- YU. Cell: +966 554-809-600.

### **Personal:**

Citizenship: Jordanian.

Marital Status: Married

Date of Birth: 25<sup>th</sup> of Jan. 1981

Place of Birth: Jordan