

Curriculum Vitae

1. **Family name:** Al-Samei
2. **First names:** Hadeel Khaled
3. **Date of birth:** 14 June 1998
4. **Nationality:** Yemen
5. **Civil status:** Single
6. **Education:** Bachelor's
7. **Mobile:** 00967 777922944
8. **Email:** alsameihadeel@gmail.com / hadol.soon@gmail.com

Institution [date from – date to]	Degree(s) and Diploma(s) obtained
University of Science and Technology, Sana'a, 2020-2023	Bachelor's degree in Accounting
Sana 'a University, College of Midea, 2019 –2022	Bachelor's degree in Public Relations.
Al-qudimi High School, Sana'a, 2017	High School.
Advanced English Diploma, Excel Institute, 2019	Advanced English Diploma.

9. **Language skills:** Indicate competence on a scale of 1 to 5 (1=excellent; 5=basic)

Language	Reading	Speaking	Writing
Arabic	1	1	1
English	1	1	1

10. **Key qualifications:**

A self-starter, proficient and results-oriented individual with expertise in programs management, Strong Communication and Interpersonal skills and have a passion for Continuous Learning. I have been coordinated and engaged in more than three training workshops, including Building young people's capacities, Strategic Planning, Peace building...etc

11. **Expertise summary:**

- **July- November 2023 - Sales ReRepresentative for Alamgad Rays.**
- **March 2022- Up to now Volunteer at initiative Youth for Change and Development**
 - I am responsible for overall implementation of the program, ensuring that the program is completed on time and within budget.
 - This includes overseeing the work of program volunteers and coordinates closely with the finance volunteer to monitor expenditures, managing the process of assessing, planning, implementing, monitoring and follow up of program activities.
- **March -July 2020- Call Center in Hibobi website**
 - I am assistant for overall implementation of the program, ensuring that the program is completed on time and within budget. And Attracting support for the initiative
- **March -Desamber 2018- in Team Public relations at Aiders Initiative**
 - I am assistant for overall implementation of the program, ensuring that the program is completed on time and within budget. And Attracting support for the initiative

12. **key attributes:**

- Proven experience working as a call center, or in another relevant administrative or accounting
- Excellent interpersonal skills with the ability to handle delicate and private situations with professionalism, tact, and diplomacy.
- Quick computer typing skills (MS Office in particular)
- Basic familiarity with labor laws
- Outstanding organizational abilities
- Powerful communication abilities

13. Training:

Organization, Date	Subject
Marib Yemeni Insurance company, May 8 – June 9 2024	Training in Financial management and accounting works.
Youth Leadership Development Foundation, Aug 27 – Oct 3 2023	Training in Projects Management department.
Yemen Commercial Bank, Yemen, Sana'a, July 16-27 2023	Training in the departments (Customer service / Investment / Teller).
Tadhamon Bank, Yemen, Sana'a, June 11-15 2023	Training in the departments (Customer service / Investment / Teller / Bank treasury).
Shamil Bank of Yemen and Bahrain, Yemen, Sana'a, May 28- June 1 2023	Training in the departments (Customer service / Investment).
General Electricity Corporation, Sana'a, Yemen, May 10-17 2023	Work on Onyx pro Accounting System ☒ Preparing Financial Statements ☒ Accounting Standard ☒ Using Accounting System
United Nations Development Programme, August 2020	I holds a certificate of participation in the first innovation camp within Youth Leadership Programme 6- Yemen
Wahj AlHaya Foundation for Social Dev and Rights , Jan23 - Feb1 2020	I holds a certificate of attended the training program of Empowering Young People with Humanitarian and Relief Works in the fields: (the Sphere Projects – Protection – Psychological Support – Health – Surveys using the Heisper Scale and the World Scale of Mera)
Google, June 2019.	I obtained a certificate of participation in an online training course in the basics of digital marketing at Google
International Academy of Personal Training and leadership Development, June 2-4 2012	I holds Certificate of Presence (12) hours training course which was conducted according to standards and guidelines established by IAPTLD.

14. References: will be provided upon request

I certify that all information stated in this resume is true and complete to the best of my knowledge. I authorise any potential employer to verify the information provided in this resume.