**Ali, Gaafar D. Mohieddin**

As Safa District, Jeddah

### Mobile: +966 544788487 - +966 507921392

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* Objective

To obtain a position that will enable me to use my strong organizational skills, educational background, and ability to work well with people.

* Professional Experiences
1. Good Knowledge of Microsoft Office Programs.
2. Translation from Arabic to English and vice versa.
3. Considerable experience in Secretarial works.
4. Good Research conducting capabilities.
* Academic Qualifications
* Bachelor of Science (honor) in Geology, Faculty of Natural Resources & Environmental Studies, University of Juba, South Sudan - December 1991.
* All courses studied in English Language.
* Key Skills
* Ability to communicate clearly and succinctly both orally and in writing.
* Ability to convey complex information at the right level.
* Ability to form relationships at all levels and motivate and support other team members.
* Willingness to ask others for advice or help when solving a problem.
* Setting objectives and planning activities and resources to achieve a goal.
* Ability to manage time effectively to prioritize activities and meet deadlines.
* Energetic and enthusiastic approach to work/tasks.
* Desire to continuously learn and develop and evaluate own performance.
* Ability to listen, share and delegate when appropriate.
* Willingness to support, help and share information with others.
* Confidence when using information technology with an ability to learn new packages.
* Work Experiences

 (From July 29th, 2012 to Now) e

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| --- | --- |
| : Consulate-General of the Republic of Korea, Jeddah | \* Work Place |
| : Researcher & Interpreter | \* Job Title |
| : Conducting researches on different fields (economic, social, cultural, political, etc.) and providing HE Consul General and other consular staff with specialized reports about the laws and regulation implemented throughout the Kingdom with special emphasis on that affected the expatriates and the working companies and organization in the Kingdom.  | \* Job description |

 (From April 1st, 2011 to June 30th, 2012) e

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| : Ibnul-Haithem Sciences Commercial Group, Jeddah, K.S.A. | \* Work Place |
| : Executive Secretary | \* Job Title |
| : Responsible of Secretarial and administrative services, including correspondences and travel schedule for the managerial staff of the group, minor administrative tasks, and file archiving | \* Job description |

 (From November 2nd, 2008 to March 31st, 2011) e

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| : Consulate-General of the Republic of Korea, Jeddah, K.S.A. | \* Work Place |
| : Assistant to Consular Section | \* Job Title |
| : Responsible of checking the documents submitted by visa applicants, following up the Korean citizens affairs with the assigned consul, conducting researches related with the social, economic, and political situations in Saudi Arabia, and also responsible of secretarial work in the visa section and as requested by the consular section and other consuls. | \* Job description |

 (From March 16, 2002 to October 31st, 2008) e

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| : Hattary Stationary, Taif, KSA. | \* Work Place |
| : Translator & Word Processor | \* Job Title |
| : Word Processing (bilingual), translation from Arabic Language to English and vice versa. | \* Job description |

* Personal Information:

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| :Sudanese | Nationality | : 1964 | Date of birth |
| : Arabic & English | Languages | : Married + 2  | Marital status |