



Mohammed Al-Malak

malmalakm@yahoo.com +966 54 370 8251

OBJECTIVE:

Obtain a responsible career opportunity to utilize my training and skills, while making significant contribution to the success of the organization.

EDUCATION:

Bachelor of Science, **Business Administration (GPA 3.47/4.0)**
University of Indianapolis, Indiana, **USA**

[May 2016]

- ✓ *Minor in Civic Engagement & Community Leadership*
- ✓ *Minor in Operations & Supply Chain Management*

EXPERIENCE:

Trainee Counsellor

[Dec 2016 to Oct 2020]

Interserve | ITQAN Collage at Juaymah

- ✓ Educate trainees and parents about colleges, admission process, trends, procedures, and admission tests.
- ✓ Meet with juniors and seniors, individually and in groups, to guide them about the courses and their choices.
- ✓ Meet with all college admission sponsors who visit our campus and facilitate meetings between them and trainees.
- ✓ Compile an annual profile of the collage, along with a report on grade distributions in junior and senior courses.
- ✓ Deal with general inquiries from applicants, families, staff and auditors through several channels (e.g. email, telephone, etc...).
- ✓ Follow up with trainees' absences and course changes, including the collection of information about early leaves and dismissals.
- ✓ Work closely with the college receptionist to ensure a professional reception service provided to all visitors.
- ✓ Act as a leading advisor to the senior class as a whole and advising several senior trainees each year, providing academic and personal counselling.
- ✓ Guide the trainees regarding their career decisions, help them understand their potential and support them to pursue their goals.
- ✓ Serving 1325 trainees as a part of a team providing the institute and our trainees with advice and services.

Trainee Service Administrator

[Oct 2016 to Dec 2016]

Interserve | ITQAN Collage at Juaymah

- ✓ File trainees' prerequisite documents.
- ✓ Check and process entry of updated trainees' scores and data validation.
- ✓ Update and maintain appropriate reference materials and resources.
- ✓ Administer and contribute to college events/activities.

Purchasing Officer

[May 2016 to Oct 2016]

YoFrutta | Frozen Yogurt brand

- ✓ Work out logistical agreements with suppliers
- ✓ Maintain and review purchasing, shipping, and receiving records.
- ✓ Research potential vendors.
- ✓ Enter order details of vendors, quantities, and prices into internal database.
- ✓ Monitor stock levels and place order as needed.
- ✓ Review quality of purchased products.

Marketing Agent

[Jun 2013 to Oct 2016]

YoFrutta | Frozen yogurt brand

- ✓ Creating and spreading images, messages and ideas that best communicate the brand values.
- ✓ Planning advertising and promotional campaigns for products or services on social media.
- ✓ Conducting market research to identify opportunities for promotion and growth.

PROJECTS:**Organization of Blood Donation Campaign**

[Mar 2017]

Interserve | ITQAN Collage at Juaymah

Raising Community Awareness by launching a Blood donation Campaign

SKILLS & CAPABILITIES:

- ✓ Microsoft office
- ✓ Teamwork
- ✓ Coaching and problem solving
- ✓ Time management
- ✓ Event management
- ✓ Communication
- ✓ Team leadership
- ✓ Detail Oriented
- ✓ Work Under Pressure

COMMUNITY SERVICE/ VOLUNTEERING:

Volunteering at the following organizations in Indianapolis, Indiana, USA.

- ✓ YMCA
- ✓ Burmese American Community Institute
- ✓ Shepherd Community
- ✓ Boys and Girls Club
- ✓ SENSE Charter School
- ✓ University of Indianapolis community service

ACHIVEMENTS:

- ✓ Earned 2016 Paul W. Gabonay Volunteer Service Award.
- ✓ Outstanding Undergraduate Student Service-Learning Award.

COURSES:

- ✓ Coaching and Mentoring Course.
- ✓ Create Personal Success Course.
- ✓ Leadership and Influence Course.
- ✓ Teamwork and Team Building Course.
- ✓ Counsellors' Supervisory Course.
- ✓ Introduction to Strategic Planning for Human Resources Course.
- ✓ Human Resources Specialists Course.