



MAWA ALFARAJ

Seeking a high level of motivation and challenging career in a reputable company in order to strengthen and expand my 10 years of knowledge. Ambitious, a passionate employee and fast learner, looking forward to work in any Vacancy in the business support and operation filed.

Contact

+966503650480

mawaalfaraj@yahoo.com

[linkedin.com/in/mawa-alfaraj-08b237190](https://www.linkedin.com/in/mawa-alfaraj-08b237190)

Al Sharqiyah , Saudi Arabia

Education

Bachelors in English literature and linguistics

King Abdulaziz University
2007-2012

Saudi Arabia - Jeddah

Diploma in Computer & Internet Skills

King Abdulaziz University
2008-2010

Saudi Arabia - Jeddah

Skills

Organized and takes initiative

excellent Communication

Cooperative Teamwork

Meeting deadlines

Critical thinking and fast learning

Experience

Senior Operation officer

Oxford Saudia Flight Academy **January 2021 - Present**

- Oversee and direct daily company administrative processes and procedures.
- Report to and assist Chief Operating Officer in daily tasks and duties.
- Ensure company policies align with and advance business objectives.
- Strategically map-out, plan, and manage flight training schedules.
- Analyze and maintain operational data.
- Conduct frequent performance reviews of pilots under training.
- Apply a series of airfield safety rules and procedures to ensure a safe working environment for the training crew.
- Embrace a leadership role in the organisation and with colleagues as to provide coaching and direction to subordinates aiming at the achievement of specific objectives.

Training Supervisor

Nesma Trading Co. Ltd **November 2015 - March 2019**

- Organizing the Training Department meetings and courses.
- Analyze and maintain training data.
- Set goals for staff and monitor their progress via yearly performance evaluations.
- Develop improved business functionality that increases profits.
- Track and maintain budgets for onsite and out training.

English Teacher

Al Hussain Private School for Girls **April 2012 - August 2015**

- Organize classroom lectures and coursework.
- Prepare materials and activities.
- Assign homework and interesting exercises.
- Identify students with special requirements and create individualized plans.
- Determine exam and assignment grades.
- Provide feedback based on workload and classroom behavior.

Language

Arabic

English



Reference

James Deetlefs | Ops Manager +966545853057

Masoma Alzaher | Ops Manager +966567725134