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Personal Information:

Name: Mohammed Mohsen Al-Saqaf

D.o.B: May 25, 1985

P.o.B: Hodaidah, Yemen

Marital Status: Married

Mobile: 0581899852

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2004 - 2007 Sana'a University - Commerce & Trade Faculty
Bachelor Degree in BA.

Professional Experience:

Yemen tourism promotion Board - Logistic Officer - Sana'a - Yemen *2013 - 2014*

- Assist in the delivery of the Purchase Orders (POs) to the selected suppliers.
- Record the PO in the procurement tracking sheet and keeps it updated with progress of delivery.
- Assist in the collection of items from the suppliers as needed.
- Update the procurement tracking sheet on a daily basis.
- Maintain regular follow up with suppliers to ensure timely delivery of goods as per contracts signed.
- Inspected goods for any defects and missing parts.
- Liaise with offices in governorates and other cities on all items that are not locally available.
- Assist in controlling the assets and inventories and ensure assets register and inventory is up-to-date in all times.
- Constantly monitor inventory tagging and recording in accordance with the management guidelines.
- Assisting in warehouse management and ensure that all records are well maintained and scanned in a good quality.
- Assisting and Ensuring that all items in the warehouse are properly numbered and tagged, and all deliveries and goods issued are properly.
- Prepare weekly records of logistics, fleet management activities.
- Cross check with finance archives making sure the original files are with finance.
- Coordination with offices in governorates to record and update all inputs and data for the warehousing and Procurements.
- Coordination with offices in governorates to receive inputs and maintain records updated both manually and electronically.

Yemen tourism promotion Board Public relationship Manager - Sana'a - Yemen *2015 – 2021*

- Defining the objectives of the public relations team and monitoring the performance of the work team.
- Improving the brand's presence on various channels such as the web, television and radio.
- Maintaining relationships with the media and influential professionals at the local and international level.
- Arranging interviews and press releases to promote the council and its services in cooperation with all tourism and travel agencies.
- Ensure brand consistency in all advertising efforts for international fairs.
- Organizing public relations events to raise awareness among the council's public.
- Defining and distributing tasks to the employees of the Public Relations Department and preparing the

- monthly and annual evaluation of the employees
- Follow-up the effects of various media coverage in international and local tourism exhibitions.
- Create monthly reports on the results of public relations campaigns and submit them to the Board of Directors

Tayramana FM Radio - Sana'a - Yemen (Part-Job)

2017 – 2021

Marketing Manager

Duties:

- Coordinate and supervise all the marketing officers and making the (daily, monthly and annual) reports.
- Making the strategy plan for the customer's type.
- Participating with the management in setting the advertisements prices.
- Monitoring the employee's activists and making the evaluations.

Sabafone Telecommunication Company - Sana'a - Yemen

2008 – 2010

1-Sales & Service Center Officer (2009 – 2010)

Duties:

- Achieving the sales target set by the company and approved annually by the employee and sales department.
- Offer all products and services in a suitable manner in preparation for sale to visitor in sales hall.
- Direct customers towards the services sold by the company that customer dose not buy and try to increase the company's sales through this guidance.
- Perform any other related tasks assigned by sales manager.
- Prepare the daily work plan and submit it to sales supervisor.
- Manitain the company's customer through good treatment and reception.

2- Sales & Cervices Center Manager Safia Branch (2010-2013)

Duties:

- Managing, controlling and following up the branch's employee attendance.
- Prepare a monthly list of purchases required and coordination with financial management to disburse the value of purchase contracts at the time agreed with suppliers.
- Insure of the purchases process; match the quantity, quality specifications required.
- Assist in the development of strategic plans for sales activity, implement and manage sales plans.
- Review financial statements and data, utilize financial data to improve efficiency, prepare and control operational budget, control inventory, and recommend effective strategies for the financial well-being of Sabafon Company.
- Handling the customers' problems & issues, and communicating with the relevant departments to solve them.
- Ensuring company center effectiveness by providing leadership for the branch financial and operations functions.
- Working with the main center plan the use of human resources, assist in recruitment and placement of required staff, establishment of company structure delegation of tasks and accountabilities, establish work schedules, supervise staff, monitor and evaluate staff performance with them.
- Oversee branch insurance policies, ensure health and safety committee meetings are held and tasks assigned.
- Making daily, weekly, monthly & annual reports related the branch's sales, cash, and expenses.
- Participating with the management in setting the marketing & sales strategies.

Training Courses:

- Training program in computer skills (Software) word processing including: Windows, Word, Excel and Access.
- English courses in Exceed Language Institute.
- French course at the French Culture Center.
- Courses in leadership, moving forward Being Flexible and How to face Crises from Tanmiaa Org.
- Course in Customer Relationship Management from Abo Ghazaleh International consulting Company.
- Training course in Digital Marketing from Alqadasi for business & Marketing Solutions.

Languages:

Language	Read	Written	Oral
Arabic	Native Tongue	Native Tongue	Native Tongue
English	Very Good	Very Good	Very Good

Special Skills:

Well-skilled in computers, ability to work under different/hard circumstances and in different environments, hardworking, great bilingual communication skills, active team member, achieving personality & strong practical background in many administrative functions, office management post and different financial programs and systems.

Hobbies:

Swimming & basketball.