

# MAJD TAWFIQ

+967772061101 & 734586597 / majdtawfiq77@icloud.com/  
Sana'a / Yemen

---

## INTRODUCTORY INTRODUCTION

I graduated from the University of Science and Technology, majoring in International Business Administration, from the College of Administrative and Investment Sciences. I have diverse skills in the administrative field at the level of all administrative departments. I hold certificates in organization, development, and marketing, in addition to linguistic certificates in the English language, in addition to various skills in using office computer systems, and I have the ability to conduct administrative, planning, and executive analysis regarding administrative affairs in general.

---

## STRENGTHS AND EXPERTISE

P&L Management  
Business Development  
Strategic Planning

Financial Reporting  
Negotiation Skills  
Client Relationship Management

Team Leadership  
Communication  
Operations Management

---

## EDUCATION

**International business administration**  
**University of Science and Technology**

**May 2023 - past**

I have a Bachelor's degree from the University of Science and Technology in International Business Administration in Advanced Commercial and Investment Sciences with a very good general grade during the period 2019 to 2023.

### Accomplishments:

- I have degrees in language, development, leadership and organization, marketing research and communications.
- I have skills in using a system such as Beta Series and other similar accounting systems.
- I have certificates and skills in computers, and I have an international ICDL certificate and also certificate in Photoshop and marketing image editing.
- I have an accredited and internationally recognized certificate.

**Horizon Institute for Languages and Training**  
**English language and various computer skills**

**May 2023 - Jan 2024**

I have certificates for advanced language levels in English and computers with a very good, high general grade over a period of more than seven months

### Skills:

- Proficient in all English language skills: reading, writing, speaking, and listening.
- Fast and accurate typing skills with strong proficiency in computer.
- Creative in designing and editing marketing and advertising visuals using graphic tools such as Photoshop or Canva.
- Able to work efficiently under pressure and meet tight deadlines without compromising quality.
- Strong attention to detail and ability to multitask effectively in dynamic environments.
- Quick learner with adaptability to new systems, tools, and technologies.
- Excellent communication and teamwork skills with a collaborative mindset.
- Familiar with digital marketing basics and social media content creation.

## PROFESSIONAL EXPERIENCE

---

2023 & 2024

### Independent Trainee in Administrative and Marketing Skills

#### Development

##### Self-Initiated – Online | 2023 – Present

- Developed administrative and marketing skills through online courses and specialized reading materials.
- Created sample marketing plans and advertising designs using tools like Canva and Photoshop.
- Trained in the efficient use of Microsoft Office programs, including Excel, Word, and PowerPoint.
- Prepared financial reports and conducted data analysis as practice projects to strengthen financial management knowledge.

### Social Media Page Management – Voluntary / Personal Project

#### Personal Initiative | 2023 – 2024

- Created and managed content for Facebook and Instagram pages, focusing on marketing and audience engagement.
- Used design tools to produce attractive visual content and learned to analyze engagement metrics.
- Gained experience in audience communication and content quality improvement based on feedback.

### Contractor Work Supervisor – Temporary Project

#### Duration: 6 months | 2024

- Supervised daily contractor activities and ensured compliance with project plans and specifications.
- Coordinated work schedules and prioritized tasks based on project needs.
- Monitored work quality and enforced safety and quality standards.
- Submitted regular progress and needs reports to management or project owner.

### Experience in Procurement, Sales, and Marketing – Volunteer

#### Contributions

##### Volunteer Projects | 2023 – Present

- Participated in procurement processes and supported purchasing procedures to ensure availability of required materials and services.
- Assisted in developing sales strategies and market analysis to drive revenue growth.
- Executed digital and traditional marketing campaigns to increase product and service awareness.
- Collaborated with teams to coordinate commercial activities and achieve organizational goals.
- Gained practical skills in supplier and client interaction and commercial relationship management.