

# NASSER AL-SAADI

Date of Birth: 24<sup>th</sup> May, 1982

Doha, Qatar

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## Career Interest:

Valuing integrity and diversity, I seek to obtain a position where I can utilize organization, creative thinking, and task-oriented skills to lead teams.

## Qualifications:

- Self- motivated and strong organizational skills, including being detail oriented
- Able to build relationships and motivate others to obtain organizational goals
- Excellent communication skills both verbal and written
- Creative thinking and problem solving skills

## Work experience:

### **Vise Manager, Language Trip Program, Torquay, England** Summer 2007

- Chaperoned 114 students from different schools to UK providing them aid, security and education.
- Presented the programs idea to the students parents giving them clear understanding about the project.
- Prepared report about the student's behaviors and school grades after they got back home to their parents.

### **Administrator of an artist web site, <http://fahadalkubaisi.com>** 2006-present

- Develop and maintain the website.
- Update information for website visitors.
- Answer questions or comments from site visitors.

### **Team Leader Assistant, 15<sup>th</sup> Asian Games, Youth Camp Doha, Qatar Nov.24-Dec.12 2006**

- Led small teams of volunteers.
- Organized, planned, and scheduled activities.
- Resolved problems and issues in a timely manner.

### **Head Leader, Language Trip Program, Torquay, England** Summer 2006

- Chaperoned 60 preparatory school students to the UK providing them aid, security and education.
- Presented project goals to the students' parents.
- Sent report to parents about students' behaviors and school grades.

### **Head Manager, Malaysia Trip** Summer 2005

- Managed the first Qatari Youth Delegation visit to Malaysia.
- Responsible for overall design and operation of trip (program proposal, planning and goal setting, budgeting, lodging, food, transportation, safety, etc.)
- Increased the budget of the trip through the successful procurement of financial sponsors.
- Presented the program to parents and participants giving them clear understanding about the trip.

### **Activity Manager, Doha Youth Center** Doha, Qatar 1999-present

- Participated in community projects increasing the awareness and understanding of the community.
- L lectured and taught tools on creative management skills.
- Obtained financial sponsors to projects increasing the capability and budget of the Center.
- Planned the Center's Annual Winter Camp and taught students survival skills.

## **Education:**

- B.S Business Administration, Qatar University 2001-present
- High School 2001

## **Computer Skills:**

- ICDL
- A+, maintenance the software and hardware of PCs.
- Designing abilities and basic use of Adobe Photoshop.
- Designing and developing websites.
- Microsoft Office programs.

## **Language Skills:**

- Arabic- Fluent in reading, writing, and speaking
- English – Good in reading, writing and speaking

## **Other Skills:**

- First Aid: Basic life support and first aid course.

## **Volunteering:**

- Qatari Euro Forum, Leader of Qatari Delegation Doha, Qatar March 11-17, 2007
- World telecommunication development conference, Protocol Doha, Qatar March 7-15, 2006
- Second South Summit of G77 plus China, Protocol Doha, Qatar June 15-30, 2005
- 6<sup>th</sup> Forum of Gulf Engineers, Media Center Doha, Qatar March 28-26, 2002

## **Awards:**

- Excellence in Organization, International Council on National Youth Policy Board Meeting Doha, Qatar Jan. 31-Feb. 6, 2008
- Excellent Volunteer in 15<sup>th</sup> Asian Games, Youth Camp Doha, Qatar Nov.24-Dec.12, 2006