

YUSEF ABDULLAH ALAQIL

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SUMMARY

- Motivated professional with a Diploma in Programming and Web Development, experienced in software support and executive assistance. Strong skills in problem-solving, communication, and teamwork with proven ability to optimize workflows and deliver reliable solutions.

EDUCATION

Dammam College of Technology

DAMMAM

Diploma in Programming and Web Development Technology

Graduation Date: Mar 2024

WORK EXPERIENCE

Technical and Vocational Training Corporation

DAMMAM

Software Engineer Assistant (Internship)

Dec 2023 - Mar 2024

- Supervised assessments to ensure integrity and a fair testing environment.
- Collaborated with the Engineering team to support ongoing projects and initiatives.
- Provided technical support for computer hardware troubleshooting and maintenance.
- Led task coordination among interns to improve efficiency and support cohesive teamwork.

Khalid Abdulaziz Almulhim & Patners CO. Eng .

DAMMAM

Executive Secretary

Jan 2025 - Apr 2025

- Delivered high-level administrative support to senior executives.
- Ensured clear, timely, and effective communication across all stakeholders.
- Managed calendars, scheduled meetings, and coordinated daily activities to optimize productivity.
- Acted as a liaison between executives, clients, and internal departments to facilitate seamless communication.

COURSES

Human Resources Development Fund (HRDF)

DAMMAM

Dammam College of Technology

Feb 2023 - Jun 2025

- Introduction to the Information Technology
- Introduction to Internet of Things (IOT)
- Fundamentals of Digital Marketing
- Developing career opportunities
- Introduction to Cybersecurity
- Professional Interview
- Microsoft Excel

LANGUAGES

Arabic: Native

English: Fluent