

Jawad Yousif

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Professional Summary

A recent graduate with a Diploma in Event Management from the College of Tourism and Hospitality in Medina, equipped with hands-on training experience in organizing events within a professional setting. Proficient in managing organizational tasks and utilizing computer tools such as Excel. Possesses intermediate English language skills and the ability to collaborate within diverse teams. Looking for further develop expertise in event and occasion management, with a strong focus on delivering exceptional results.

Education

Diploma in Event Management

College of Tourism and Hospitality | Medina | 2024

Earning a Diploma in Event Management from the College of Tourism and Hospitality in Medina has provided a solid foundation for understanding the fundamentals of efficiently organizing and managing events and occasions. Academic studies have honed strategic event planning skills, optimal resource management, and precise scheduling. Interaction with practical case studies during the program enhanced problem-solving abilities for emergencies and quick decision-making in work environments. The blend of theoretical and applied learning has fostered mastery of quality standards in event organization, client requirement analysis, and professional execution. This educational background offers a competitive edge in the job market by combining academic knowledge with the practical skills demanded in the event management and services sector.

Professional Experience

Cashier | Lulu Market | 2024–2025

- Greeted customers and processed payments swiftly and accurately using POS systems.
- Managed cash handling and reconciled accounts at the end of each shift.
- Delivered exceptional customer service, resolved complaints, and directed customers to the appropriate departments when needed.
- Maintained an organized checkout area, prepared invoices, and calibrated ATM machines.
- Contributed to daily sales targets by promoting promotional offers.
- Verified purchased items against invoices for accuracy.
- Processed credit card and electronic payments professionally.
- Trained new employees on cashier procedures and service standards.
- Reported technical issues with payment systems for immediate resolution.
- Enforced security measures and theft prevention in line with store policies.
- Ensured customer data confidentiality and secure transactions.
- Assisted in cash and inventory audits as required.

Event Management Trainee (Co-op Training) | National Guard Hospital | 2024

- Organized and coordinated internal events for hospital staff residents.
- Prepared schedules and delegated tasks to participants.
- Provided logistical support during events.
- Monitored activity execution to ensure adherence to set standards.
- Evaluated event outcomes and prepared concise reports.

Training Courses

Project Management Professionals Course (PMP) | Dar Al-Ru'a | 2024

Skills

Soft Skills

Self-discipline | Polite communication | Situational leadership | Self-motivation

Practical Skills

Event organization | Time management | Customer service | Event planning | Task execution under pressure | Efficient time management | Monitoring | Troubleshooting

Technical Skills

Computer proficiency | Event management | Microsoft Office | Outlook | Windows | Presentations | PowerPoint | Excel

Languages

- Arabic
- English