

CURRICULUM VITAE

SALWA MATOUG AHMED

Personal Information

Date of birth: October 31, 1986

Nationality: Saudi

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Objective

To apply to a position commensurate to my qualifications and trainings. I am interested in applying for a job as a translator or a management trainee. I would like to be an asset of the company and would be interested in rendering my utmost services for the attainment of company goals and objectives.

Educational Background

(2018 – Present) – MASTER OF ARTS TESOL
University of Derby, United Kingdom

2020 – Diploma of Public Administration
Diploma of Business Management
Academy of American, New York

2010 – Bachelor of Science in English Literature
Dammam University , Kingdom of Saudi Arabia

Professional Examination

2013 – Step , Grade 69

2017 – IELTS , Grade 5.5

Work experiences

(2013 – Present) English teacher , Royal commission of Jubail - Jubail

(2011 -2017) Academic Lectuer , Canadian Language Centre – Jubail

(2008 – 2020) Trainer – Advanced Level of English, The Community Society Center - Jubail

(2008 – 2012) (Part Time) English Teacher Supervisor, WAMY - Jubail

(2011 – 2012) (Part Time) English Trainer , Newhorizon The Community Society Center - Jubail

Volunteering

2019 – Presenter , Jubail Dawa'h and Guidance center - Jubail Industrial City

Workshop Title: Volunteering Knowledge

(2011- 2012) English Trainer – Jubail Dawa'h and Guidance centre , Jubail

2010 – Organizer, Saudi National Day , The Community Society Center, Jubail

2010 – Organizer, Eid Greeting for Children with Special needs and Orphans, Department of Social Services , Jubail

2010– Organizer /Supervisor, Health Awareness Campaign for Breast Cancer, Royal Commission Hospital, Jubail

2010 – Organizer /Supervisor, International Diabetic Day, Royal Commission Hospital , Jubail

2011– Organizer, The Thirteenth Flowers and Plants Exhibit, Academy of Learning, Jubail

2014 – Lecturer , Royal Commission Management Center, Jubail
Workshop Title: The Ideal Employee

2015 - Lecturer , Royal Commission K.G , Jubail
Workshop Title: Ideal Lesson

2015 – Participant , Development Department at Royal Commission K.G , Jubail

- 2016 – Organizer / Supervisor , Knowledge and Creativity, Jubail
- 2017- Instructor , Royal Commission K.G , Jubail
Workshop Title: My Way to Show my Story Program
- 2017- Participant at Recycling Festival , Royal Commission K.G , Jubail
- 2017- Lecturer , Jubail Dawa'h and Guidance centre , Jubail
Workshop Title: Teaching Methods
- 2017- Translator (TAKATEF 2) , Jubail Dawa'h and Guidance centre , Jubail

Extra-curricular Activities and Seminars

- 2021 – Crisis and Risk Management
Total Quality Management TQM
Excel Skills in Business
Project Management professional (PMP)
- 2020 – Marketing and e-commerce
English for the Workplace
Computer Science
- 2019 – Human Resource Management
Executive Secretary and Communication Skills
Work Ethics
- 2018 – Mind Mapping Development
Listening Development Skills
Educational Supervision Development
Management and Leadership Diploma
- 2017 – Training of Trainers (TOT)
Leadership Development
- 2016 – Modern Ways of Teaching
Task Management
- 2015 - Leadership
- 2014 - Activities that encourage English Writing)
- 2010 - Preparing for Examination Strategies
- 2009 – Preparing for Job Forum

Basic Concepts of Training
The Challenges of Training
The Charters of Training
The Quality Standards of Training
SABIC Summer Program for English and Computer Science

2008 - Value Awareness (This is my ID)

2007 – Career Development for High School Graduates
English and Computer Science Program
Strategies of Success in Work
Skills Academic Excellence Course

Personal skills and competences

1. Good command of the English language, both in oral and written.
2. Proficient in computer applications (MS Office).
3. Efficient, independent, and resourceful.
4. Dynamic and a good team player.
5. Highly motivated and results-oriented.

Additional information

1. Enjoys reading books, magazines and journals.
2. Interested in community-oriented jobs.
3. Loves and enjoys teaching works.
4. Enjoys working with people.
5. Interested in jobs that can offer opportunity for personal growth.

Future Plans

1. To be able to work in an organization where I can show my talents and abilities.
2. To find a job where I can be an asset.
3. To be able to work in an organization that might offer opportunity for personal growth.
4. To find an organization where I can handle the work effectively and efficiently.
5. To have a work that offers opportunity to deal with different kinds of people.