**Ms. Messa Farook Hakimi**

## C:\Users\maisa\Downloads\메이사  여.jpgContact Information:

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| Cell: 010-9101-6274E-mail: mais\_alhakimi@yahoo.comD.O.B: January 24th 1985Marital status: Single |

* **Objective:**

An opportunity seeker for a vision of developing individuals oriented organization with a mission that counts on people’s contribution.

* **Skills:**

Positive respondent to extensive, intensive work environment with high ability and readiness for constant learning. Ready to meet challenges & maintain distinction. A winning oriented spirit.

* **Academic Background & Professional Courses:**

**MBA**

Full time course at **University of Sun Moon**

Marketing department

South Korea

March 2016-2017

**Korean Language course(TOPIK4) January 2018**

**Critical Thinking**:

On-line course at University of Oregon USA

January 10th - March 16th 2012

**MBA executive program**

**Legal Business Fellowship Program – LBFP**

University of Pennsylvania's Wharton School

USA – Pennsylvania

April - May 2009

**On line COURSE TEFL**

AMIDEAST

Aden, Yemen

2010

**Bachelor in Business Management**

Brindavane College

Bangalore – South India

2004 - 2007

**Business communication and Microsoft office**

Value point

Bangalore – South India

2004

**AMIDEAST**

Aden, Yemen

Trained to teach English as a foreign language

January-April 2010

* **Work Experience:**

**STORM PARTS**

**Manger’s assistant marketing**

May-2018- February- 2019

* Overseas marketing
* Buyers sourcing
* Preparing quotation and export document**.**
* Translation

**Overseas marketing and translation from Arabic to English and English to Arabic.**

**EC21**

Seoul Korea, May-November 2017

* Overseas marketing
* Buyers sourcing

**Translation from Arabic to English and English to Arabic.**

Cheonan. Korean, 2017

**Temporary project assistant**

**UNDP**

Sana’a Yemen 2014

**Temporary project assistant**

**British Council**

Sana Yemen, 2012-2014

* Work with partners on plan implementation.
* Identify plans with partners and supervise the implementation of the plan.

Work with partners on monitoring and evaluating the action plan on an ongoing basis and provide accurate and timely report.

* Provide financial and narrative reports to the project manager.
* Work on media contact and press release.
* Communicate and share experience with other partners regionally and globally.
* Create teams and build trust between each other.
* Identify and provide access to technique expert and training
* Ensure that young people and partners are fully briefed about the project.
* Manage partner’s relations ship in the country.
* Identify and manage risks at the country level.
* Event coordination for Springboard dinner party at the British ambassador house and work on the guest list.
* Coordinating and giving work shop on English Teachers’ training in private school.
* Lead the process – identify, plan, implement, monitor, evaluate the project activities
* Deliver agreed outputs and targets for BC.
* Organize travel arrangements and appointments for the teachers’ training.
* Monitor and evaluate project implementation on an on-going basis and provide accurate and timely scorecard data.
* Organize catering for events related to the springboard training program.
* Help in coordinating the screening of Salmon Fishing in the Yemen sponsored by the US Embassy, British Embassy, Ministry of Culture and the British Council.
* Translate articles from English to Arabic and vice versa.

**Lecturer**

**LIU (Lebanese International University)**

Aden, Yemen

March 2010-2011

* Introduction to economics.
* Introduction to Micro- economics.
* International business.

**English Teacher**

**AMIDEAST**

Aden, Yemen

January 2010-2014

* Teaches English as a foreign language.

**Interning in International Government Relationship department**

**LBFP**

**COCA COLA** headquarter, Atlanta, US

May - September 2009

* Take the lead on contacting potential donors/partners.
* **Conduct a study on Muslim outreach strategy project** in the United States and Muslim world
* **List the Nominated ambassadors to Coca Cola top 22 markets and** Nominated ambassadors of the United States to the countries of Coca Cola top 22 markets consulate in the state of Georgia.
* **Social media project on:**
1. Top 20 reputable and top 2o fortunes
2. Intern’s project on how to best use the social media.

**Receptionist, Lab Internet, and a tutor**

**AMIDEAST**

Aden, Yemen

2003 – 2004

* Managed the reception area in the institute, answered phones and supervised placement tests.
* Managed the computer lab and helped students while using the computer.
* Helped the students with their English studies and their homework.

**Teacher**

**ATHLANTIC**

Aden, Yemen

June – July 2004

* Taught English for Yemeni teenagers and children.
* **Projects:**

**Teacher training sessions,** Worked as a project coordinator and a trainer the British council Yemen.

(2013)

**Event management assistant** at the British Council

**Muslim outreach strategy project** in the United States and Muslim world

(2009)

**Nominated ambassadors to Coca Cola top 22 markets.**

(2009)

1. Nominated ambassadors of the United States to the countries of Coca Cola top 22 markets.
2. Consulate in the state of Georgia.

**Social media project on:**

1. Top 20 reputable and top 2o fortunes (2009)
2. Intern’s project on how to best use the social media.

**Malaria in Yemen** University of Pennsylvania's Wharton School.

(2009)

**Tutored Arab Students** with their studies in Brindavan College.

(2005-2007)

**Final Project** was in the differences between Islamic and convenient banks (conducted in Tadamon International Islamic Bank and National Bank of Yemen).

(2006)

**Interviewed beggars and vendors** as part of an oral presentation in an English class and discussed the various reasons that made them choose such paths, the type of support they received and demands which they require from the Government and society.

(2003).

* **Voluntary Work:**

**Middle East Partnership Initiative Program (MEPI)** Yemen steering committee**:**

* Arranging workshops.
* Participate in training and developing students (Strategic Planning, Negotiation and business communication)

**Seoul immigration office translation Arabic Korean and Korean Arabic.**

**Member of the tennis federation in Yemen.**

* Responsible of the women’s sector
* **References:**

Will be provided upon request.