



MUHAMMAD HUSSEIN DOUM

(CBP-TH),(CEM)

ABOUT ME

My goal is to harness my knowledge, responsibility, dedication to work, strong motivation, and benefit from the qualifications and skills acquired through my academic achievement in the service, development and realization of the vision of the facility

CONTACT

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in @muhammaddoum

EDUCATION

Master's Degree – Event Management

King Abdulaziz University – 2020-2022.

Bachelor of Business Administration

King Abdulaziz University – 2013 – 2017.

PROFESSIONAL CERTIFICATES

- Certified in Exhibition management (CEM).
- Certified Business Professional in Tourism and Hospitality Management (CBP-TH) – ITBA.
- Hospitality Management Program – University of La Roche – Marbella, Spain – 2022.

SKILLS

- Microsoft Office
- Project management
- Communication
- Data analysis
- Event planning
- Leadership

WORK EXPERIENCE

2025 – until now

Director of Central Laboratory Investment Department

King Abdulaziz University – General Administration of Investment and Privatization

Develop strategies and plans for investing in central laboratories, ways to sustain them, monitor their work and revenues, and market them to attract investors, build strong relationships with investors, and write periodic reports about the department.

Events Manager

2024 – 2026

King Abdulaziz University – faculty of tourism

Event Management & Organization And work with all necessary procedures to hold the event (planning, selecting the appropriate work team, risk management, communication with government agencies, coordination with external parties, supervision and implementation).

Public Relations Manager

2023-2024

King Abdulaziz University –Research and Consulting Institute

Event Management & Organization And work with all necessary procedures to hold the event (planning, selecting the appropriate work team, risk management, communicating with government agencies, coordination with external parties, supervision, implementation and providing logistics services to visitors).

Supervisor of Tender and Procurement

Contracts Department at Etimad Platform

2018– 2024

King Abdulaziz University –Research and Consulting Institute

Coordination with the authorities to enter government tenders, study and analyze the terms and conditions booklet and tender documents, review the terms and conditions of contracts and competitions, receive offers and upload them to the platform, and follow up the progress of competitions.

Accountant

2018-2024

King Abdulaziz University ,wadi jeddah

Research and Consulting Institute

Debt collection, financial settlements and accounting procedures, tax follow-up and tax filing

Intern

2017-2018

Jeddah Chamber

Organizing Jeddah Chamber committees, arranging their dates, meetings and elections, writing minutes of meetings, and coordinating events and celebrations for the committees.

Duty Manager

24/6/2015 – 6/9/2015

Abeer Medical Company

Managing the dispensary, following up on employees, solving the problems of auditors, writing reports on a daily basis and organizing workflows.



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TRAINING COURSES

- project management
- Project Scope Management
- Project Integration Management
- Project Risk Management
- Project Timeline Management
- Project Cost Management
- Fundamentals of Event Management
- Crowd management and organization at events
- Fundamentals and standards of quality and safety for events and entertainment
- Event Management
- Event Marketing
- Training of Trainers (TOT)
- Public Relations Department
- Fundamentals of Management
- Introduction to Project Management
- Logistics and Supply Chain Management
- Accounting Principles (General Accounting Framework)
- Principles of Accounting (Accounting Cycle)
- Principles of accounting (small-scale settlement and preparation of financial statements)
- VAT Basics
- Value Added Tax (VAT) and smart automation of accounting operations and accounting transfer.
- Added Value in Saudi Law VAT
- Zakat, Tax and Tax Deduction
- Data and Information Security
- Letter editing skills
- Professional Ethics
- Cyber Security Course
- Microsoft Word Level II and III Course
- Microsoft Excel level one, second and third course

MEMBERSHIPS

- Saudi Tourism Society
- Event Club

LANGUAGE

- Arabic
- English

PROJECTS

- Working on the Red Sea International Company project program with the College of Tourism – King Abdulaziz University
- Supervision and planning project for the work team in the Red Sea Film Festival 23.
- Supervision and planning project for the work team in the effectiveness of Formula 1.
- Human Capacity Training Project for the Red Sea global.
- Planning for the project of the initiative to qualify and empower human capabilities to serve the pilgrims.
- Planning a project to develop a framework for designing and improving the visitor experience at the historical and archaeological sites of the Makkah region.
- Planning for research trips project for the development of rural tourism in Makkah Al-Mukarramah region.
- The project of holding the national ceremony of the Faculty of Tourism.
- The project of holding a symposium on hospitality and hospitality Saudi Arabia.
- Supervision of the preparatory year curricula of Qassim University.
- Project of supervising the faculties of vision (formerly Al-Farabi).