

CURRICULUM VITAE

MUSTAFA SABRI YAVUZ

PERSONAL INFORMATION

Date and Place of Birth :.....22.09.1969, Istanbul
Nationality :.....Republic of Turkey
Marital Status:.....Married with 4 children
Military Service:.....Completed (2001)

CONTACT

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EDUCATION

1993-1997 Bachelor of Human Sciences (International Relations), International Islamic University (IIUM), Kuala Lumpur, Malaysia

EXPERTISED AREAS

- International Relations & Diplomacy
- Administration & Finance
- Project & Program Management
- Long Term Humanitarian Aid Management
- Social, Educational & Healthwise Program Management
- Judicial & Notary Sworn Translation

INTERPERSONAL SKILLS

- Excellent inter personal communications, writing and computer skills (MS outlook, excel, word, power point)
- Strong interpersonal communication skills
- Hardworking, punctual, accurate
- Dynamic, energetic, ability to learn fast and quick adaptability
- Good knowledge of written and spoken skills of English and Bahasa Indonesia
- Having good experience in dealing and facilitating with government officials and representatives of international community
- Good communication and organizational skills and exceptional problem solving abilities
- Being able to work in a team as a leader
- Having experience in social or humanitarian work for 10 years
- Respect the local and national culture and values

TRAINING

- Implementation of Unified Information System (UIS) 18th -22nd April 2011, conducted by Islamic Development Bank, Jeddah, Saudi Arabia
- Workshop on deployment, official launching & go-live operation of Unified Information System (UIS) 11st -17th November 2011, conducted by Islamic Development Bank, Jeddah, Saudi Arabia
- Global Marketing Strategies & Effective Sales Techniques in indefinite World conducted by BAHMED Permanent Development Center, Istanbul, Turkey.

WORK EXPERIENCE

- September 2015 – Freelance Sworn Translator, *Bursa*, Turkey
- January 2010 – July 2015 *Executive Director*, OIC Alliance Programme Supervisory Office - Indonesia
- April 2006 – December 2010 *Executive Director*, OIC Alliance for Children Victims of Tsunami, Aceh, Indonesia
- August 2000 – January 2005 *International Trade Manager*, Büyük Anadolu Holding Companies, Istanbul, Turkey

LANGUAGES

- Turkish :.....Native, Advanced, Fluent
- English :.....Advanced, Fluent
- Malaysian –Indonesian:.....Intermediate, Fluent

REFERENCES

- *Mr. Rahmi Kaleli* Former Director General of Administration & Finance Department, OIC Alliance, Jeddah – Saudi Arabia
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