



### Contact

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### Top Skills

Active Listening  
Problem Solving  
Team Motivation

### Languages

Arabic (Native or Bilingual)  
English (Professional Working)



**HYPER LINKS**



# RAFIK BOUZAYANE

**Ex**pert in examining travel documents, a former employee of the Saudi Consulate, and holder of an Aviation Security Management diploma.

## SUMMARY

**Tw**enty years of success and hard work, where I held many positions in my working life, including an executive secretary in the Consulate General of the Kingdom of Saudi Arabia, a visa officer and a VIP visa official, where my security and practical experiences were refined through cooperation with the police in everything related to citizens, in addition to issuing passports and agencies. And other documents and deportation and extended my period of eight years. Then I moved to work in the aviation industry, which extended for a period of twelve years and two months with Emirates Airlines, where I got many letters of thanks. During my work, I led the document examination team, which is my first love, which I practiced with love and sincerity for this company, which opened new horizons for me to develop knowledge, so I joined a management diploma Aviation security.

**My** view of life does not stop there, but rather self-development and keenness to learn more skills that benefit you as a person and benefit society. Responsible career to take full advantage of my training and skills, while making a significant contribution to the success of the company. Seeking a position in a high-level professional environment. To secure a job with a reputable company, where I can utilize my skills and background in the security field to the fullest. A highly organized and hard-working individual looking for a responsible position to gain practical experience and hone skills, Personal to achieve company goals that focus on customer satisfaction.

## Experience

### Freelance

Graphic Designer  
January 2000 - Present (21 years 9 months)  
United Arab Emirates - Tunisia

### Shike bin ali bin rashid Publishing

Acting Director  
August 2015 - June 2020 (4 years 11 months)  
United Arab Emirates

**Ac**ting Director of Publishing and Distribution Corporation my duties were to sign agreements that pertain to the company, attend cultural parties and seminars, and deal with government and private agencies in everything related to the company.

### Emirates

Senior Customer Service Agent  
June 2008 - June 2020 (12 years 2 month)  
Dubai, United Arab Emirates

**Wo**rk as senior airport services and team leader for document team my responsibilities were checking visas for travelers, making sure visas are valid, following up on problems, and resolving

them to ensure workflow Contact immigration to obtain exceptions for travelers that allow them to travel .

**Ministry of Foreign Affairs, Saudi Arabia**  
**Visa Officer Saudi Arabia Consulate Dubai**

January 2000 - June 2008 (8 years 6 months)

Dubai, United Arab Emirates

Where I gained extensive experience in all departments and the departments in which the visa department worked, where my work was to receive transactions from auditors, check them and issue them in addition to that I was responsible about VIP visa and a secretary to the Deputy Consul General . Saudi nationals section, where I was responsible for issuing and writing passports, issuing all documents, such as agencies, carrying out deportations and other tasks worked as an executive secretary in addition to cooperating with the police on everything related to the Saudis .Computer department, where I worked to download visa data and other tasks .Personnel and Accounting Affairs Section, where it was my job to follow up on personnel and accounting affairs, inventory receipts and other tasks .

**Ministry of Culture & Youth**

cultural and social supervisor

July 2001 - September 2001 (3 months)

Dubai, United Arab Emirates

Work as a cultural and social supervisor in a summer center for youth in the city of Sharjah Where I secured educational trips to various state factories Contracting with a computer institute to conduct educational courses for students Working with students in taking care of theater and creating a play at the end of the camp aimed at the importance of teaching and learning

**Ministry of Culture & Youth**

sports supervisor in a summer center

July 2000 - September 2000 (3 months)

Dubai, United Arab Emirates

Work as a sports supervisor in a summer center for youth in the city of Ajman Where I was responsible for setting up matches for students in various sports such as football, swimming, tennis, ping pong and baby foot, visiting centers in the neighboring emirates and coordinating matches between them.

## Education

**Al-Imam Muhammad Ibn Saud Islamic University**

Bachelor's degree, Islamic Law · (September 1995 - July 1999)

**Edith Cowan University**

Diploma , Aviation Security Management . · (2011 - 2012) 18M

**COMPUTRAIN INSTITUTE**

Certificate, Photoshop , Flash , Dream Weaver , Swish and 3d Max · (January 2006 - March 2006)

**padi**

advance scuba diver, diving · (July 2001 - August 2001)