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Administrative and Financial Sciences Dept.
Community College
University of Sharjah
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Qualifications

| Year | Degree | Field | Institution |
|------|--------|----------------------|------------------------------------|
| 2001 | M.SC. | Business Information | Middlesex University, UK |
| 1987 | B.SC. | Computer Science | Ain Shams University, Cairo, Egypt |

Languages

English and Arabic.

Employment

| Date | Position | College or University or Company | Department |
|---------------|----------|----------------------------------|-----------------------|
| 9/2007- Now | lecturer | Community College | University of Sharjah |
| 9/2003-8/2007 | Tutor | | Arab Open University |

Courses Taught

Course Name

| | |
|---------------------------------------|----------------------------------|
| Principles of Management | Self-Development and Soft skills |
| Business studies in English | Organizational Behavior |
| Management Information Systems | Electronic Commerce |
| Computer Applications in Business (1) | Guidance & Advising |
| Computer Applications in Business (2) | Technical Writing |
| Graduation Project | |

Professional Activities

| Date | Title/Position | Activity | Location |
|----------------|---|---|-----------------|
| Year 2016-2017 | Coordinator of Administrative and Financial Sciences Department | <ul style="list-style-type: none"><input checked="" type="checkbox"/> Follow up the work of the department including courses scheduling, faculty schedules, graduation requirements.<input checked="" type="checkbox"/> Supervising the advising and registration process.<input checked="" type="checkbox"/> Supervise final exams and check all results. | Eastern Region |
| Year 2015-2016 | Coordinator of Administrative and Financial Sciences Department | <ul style="list-style-type: none"><input checked="" type="checkbox"/> Follow up the work of the department including courses scheduling, faculty schedules, graduation requirements.<input checked="" type="checkbox"/> Supervising the advising and registration process.<input checked="" type="checkbox"/> Supervising and following up the part timer faculty.<input checked="" type="checkbox"/> Supervise final exams and check all results. | Eastern Region |
| Year 2014-2015 | Coordinator of Administrative and Financial Sciences Department | <ul style="list-style-type: none"><input checked="" type="checkbox"/> Follow up the work of the department including courses scheduling, faculty schedules, graduation requirements.<input checked="" type="checkbox"/> Supervising the advising and registration process.<input checked="" type="checkbox"/> Supervising and following up the part timer faculty.<input checked="" type="checkbox"/> Supervise final exams and check all results. | Eastern Region |

| | | | |
|--|--|---|----------------|
| Year 2011-2012 Year 2012-2013 Year 2013-2014 | Head of Administrative and Financial Sciences Department | <input checked="" type="checkbox"/> Representing the department in the College Counsel meetings. <input checked="" type="checkbox"/> Follow up the work of the department including courses scheduling, faculty schedules, graduation requirements, department plans, problems, and any other issues related to the department or college. <input checked="" type="checkbox"/> Conduct department's meetings as needed. <input checked="" type="checkbox"/> Supervising the advising and registration process. <input checked="" type="checkbox"/> Supervising and following up the part timer faculty. <input checked="" type="checkbox"/> Supervise final exams and check all results. | |
| Year 2011-2012 Year 2012-2013 Year 2013-2014 Year 2014-2015 | Coordinator | Exams Committee. | Eastern Region |
| Year 2009-2010 Year 2010-2011 Year 2011-2012 Year 2014-2015 Year 2015-2016 | Member | College Website Committee | |
| Year 2010-2011 Year 2011-2012 | Member | Information Technology Committee | |
| Year 2011-2012 | Member | Graduation affairs Committee | |
| Year 2009-2010 Year 2010-2011 Year 2011-2012 | Member | Social committee | |

Professional Development Attended Programs:

| Program Title | Organized By | Date |
|--|---------------------------------|-------------|
| UOS Bylaws Program | Faculty Development program UoS | 27/1/2016 |
| Using It to to properly attribute sources and prevent plagiarism | Faculty Development program UoS | 3/2/2016 |
| Advanced computer skills in academic field workshop | Faculty Development program UoS | 12/5/2016 |
| Task Stream Assessment Management and e- Portfolio System Introduction | Faculty Development program UoS | 21/3/2013 |
| "Program and Course Outcomes and Assessment" | Faculty Development program UoS | 21/3/2013 |
| Assessing the effectiveness of academic program workshop | Faculty Development program UoS | 19/12/2013 |
| Blackboard Assignment and Safe assign workshop | Faculty Development program UoS | 2014 |
| Blackboard 9 Workshop | Faculty Development program UoS | 2013 |
| Electronic Registration & Academic Advising workshop | Faculty Development program UoS | 2013/2014 |
| Workshop:"National Qualification Framework Emirates, Program and Course Outcomes and Assessment" | Faculty Development program UoS | 21/3/2013 |
| Workshop "What's new in Blackboard 9.1" | Faculty Development program UoS | 25/1/2012 |
| Workshop "How to build your course" | Faculty Development program UoS | 25/1/2012 |
| Workshop "Assignment tools" | Faculty Development program UoS | 25/1/2012 |
| Instructional Technologies Training Course | Academic Computing Services UoS | 2009/2010 |
| E-learning\Black board Training Course | Academic Computing Services UoS | 2009/2010 |
| Workshop "Building the outcomes of the department, program & courses" | Community College \UoS | 5/2/2009 |

Community Service:

| Activity | Beneficiaries | Date |
|--|---|-------------|
| Participating in the activities of the 43th Anniversary celebrations of National Day | C.C students in Khor Fakkan | 22/11/2015 |
| participating in the activities of the 43th Anniversary celebrations of National Day | C.C students in Kalba | 29/11/2015 |
| Student Clubs exhibition | CC students | 13/3/2013 |
| Organizing a secondary school visit and conducting academic advising session for the targeted students | Bahitha Badia 120 secondary level students\Khorfakkan | 23/11/2011 |
| Participating in the activities of the national campaign of "Clean up UAE" | In collaboration with Emirates Environmental Group | 20/11/2011 |