

# MAEN SALHAB

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## PROFILE

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I am currently working as lecturer in Business and Management at Fahad Bin Sultan University, Tabuk, Kingdom of Saudi Arabia. I have worked in the same institution as Quality Assurance Officer where my duties were including in strategic planning, KPI data analysis and collection, evaluations of the academic process. Hold a Master degree in Human Resource Management with CIPD membership. Looking for a position in a reputed organization to move forward in my career to gain the learning and development as well as adding value for the organization.

## PROFISSIONAL EXPERINECE

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**Fahad Bin Sultan University – Tabuk, Kingdom of Saudi Arabia**

**Lecturer (Business and Management)**

**September 2015- Up to date**

Taught courses of principle of management, human resource management, principle of marketing, organizational behavior, strategic career planning, business communication skills, and developing a business plan, and entrepreneurship and small business management.

**Fahad Bin Sultan University – Tabuk, Kingdom of Saudi Arabia**

**Executive MBA Coordinator (part time)**

**October 2010 – March 2013**

### **Duties:**

Managed student-related logistics such as study materials delivery and distribution, course registrations, grading records, students inquiries related to operational issues. Responsible for classrooms scheduling, classrooms setup before and during the modules and planning for any interference during class hours. Manage payment of incoming invoices. Assist the director with other program-related activities. Coordinating and tracking participant assignments (collecting, follow up on the late work, saving, liaise with faculty, recording results). Ensuring the quality assurance processes are in line with recent trends. Develop ideas to improve the program.

**Fahad Bin Sultan University – Tabuk, Kingdom of Saudi Arabia**

**Quality Assurance Officer**

**October 2009 – March 2013**

**Duties:**

To contribute in various center initiatives at the university level including internal auditing, quality strategic planning, KPI data collection and analysis, grades analysis, and academic accreditation and institutional research.

To help in the implementation of the Universities quality assurance plan. This includes data collection, analysis and reporting of various surveys such as course and teacher evaluations, university facilities & services evaluation, employee satisfaction evaluation, alumni students' evaluation, and ensure legal proceedings and requirements are followed in quality assurance process.

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**EDUCATION & CERTIFICATION**

**University of South Wales — Pontypridd Wales, United Kingdom**

**MSc Human Resource Management**

**September 2014**

Achieve graduate membership of Chartered Institute of Personnel & Development (CIPD), a practical qualification covering all aspects of human resource management and development.

**Applied Science University — Amman, Jordan**

**BSc Business Administration**

**September 2009**

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**INTEREST AND ADDITIONAL SKILLS**

**Interests**

Traveling, music, reading

**Languages**

Arabic, English

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**REFERENCES**

Micheal Murdoch – Senior Lecturer

Faculty of Business and Society

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