

Resume

Dr. Ibrahim Abdelhamid Abu AlSondos,

- Assistant Professor of MIS/Knowledge Management (KM)
- International Trainer of Business Administration.



Personal Information:

Date & Place of Birth: 10-09-1982, Amman- Jordan

Nationality: Jordanian

Religion: Islam

Gender: Male

Marital status: Married

E-Mali: abu_alsondos@yahoo.com

Mobile: 00962 78 29 733 58 (Jordan)

00962 78 29 733 46 (Jordan)

Google Scholar: https://scholar.google.com/citations?view_op=list_works&hl=en&hl=en&user=iaL7hFkAAAAJ&sortBy=pubdate

YouTube Channel: Dr.Ibrahim Abu AlSondos

<https://bit.ly/3jI9C1b>

Twitter, Instagram & Snapchat: @Dr_AbualSondos

Skype ID: Dr.ibrahim.sondos

Career Objective:

To pursue a challenging career and be a part of progressive organization that gives scope to enhance my knowledge, skills and to reach the pinnacle in the Business Administration, HR, and MIS and research field with sheer determination, dedication and hard working.

Academic Qualifications:

Oct. 2015 PhD of Management Information Systems (MIS)/Knowledge Management (KM)
University Utara Malaysia UUM, Kedah, Malaysia.

Jan. 2007 Master of Management Information Systems (MIS),
University of Banking and Financial Sciences, Amman, Jordan.

Jan. 2004 Bachelor of Management Information Systems (MIS),
Al-Zaytonah University of Jordan, Amman, Jordan.

Academic Experience:

Aug. 2022 – Present

Assistant Professor at American University in the Emirates (AUE), Dubai, UAE College of Computer Information Technology (CCIT) Responsible to provide students with professional expertise in teaching, assessing student work, academic advising, participating in administrative and committee activities, professional service, and community service.

Jul. 2021 – Aug. 2022

Assistant Professor at Middle East University (MEU) - Jordan Departments of Business Intelligence (BI). Responsibilities include **Program Director-Bachelor of Business Intelligence (BI)**, teaching in English, advising students, research, member of **Quality Assurance committee**, member of **Quality Assurance Committee**, and member of **Academic Plans and Curriculum Committee** for College.

Jul. 2021 – Aug. 2022

Assistant Professor at University of Bedfordshire (UOB) – UK / Amman Campus, full time lecturer teaching in English different courses such as Specialist Research Project, and Continuing Professional Development.

Sep. 2019 – Aug. 2020

Assistant Professor at Applied Science University (ASU) - Bahrain, Department of Management Information Systems (MIS). Responsibilities include teaching in English, advising students, research, **Program Director-Bachelor of MIS**, supervising and reviewing students'

projects. Member in MIS department counsel, member of **graduation projects evaluation committee**, Member of **discussion committee for students' training reports**.

Nov. 2016 – Apr. 2019

Assistant Professor at Ibn Rushd College for Management Sciences - KSA, Departments of Management Information Systems (MIS) & Business Administration (BA) &. Responsibilities include teaching Bachelor & Master level in different medium of instruction (English and Arabic), supervising and reviewing master theses, advising students' research. **Director of Quality Assurance Unit**, Member of **the permanent committee of Postgraduate Studies and Scientific Research** for the college, member in **Academic Plans and Curriculum Committee** for College, member in **Academic Schedules & Examination Committee**, member in MIS department counsel, member of **graduation projects evaluation committee**, Member of **discussion committee for students' training reports**, member of **recruitment committee**.

Mar. 2011 – Aug. 2016

Lecturer at Taibah University - KSA, College of Business Administration, Departments of Management & Management Information Systems (MIS). Responsibilities include teaching in English & Arabic, advising students, research, **Director of Academic Advising Unit**, **Director of timetable committee**, **Director of examinations committee**, **Director of sport committee**, **Coordinator for Distance Learning Program** for College of Business Administration and Deanship of Distance Learning Coordinator for Part Time Program, Coordinator for Part Time Program, Member of **website development committee**, Member of **educational affairs committee**, Member of **training unit**, Member of **graduation projects evaluation committee**, Member of **discussion committee for students' training reports**.

Oct. 2008 – Jul. 2009

Lecturer at Arab Community College - Jordan, Departments of Management Information Systems (MIS) & Business Administration. Responsibilities include teaching, advising students, **Director of examinations committee**.

Mar. 2009 – Jul. 2009 (Part Time)

Lecturer at Intermediate University College (Jordan), Business Administration Department. Responsibilities include teaching and advising students.

Teaching Experiences:

☒ American University in the Emirates (AUE), Dubai, UAE (Aug. 2022 – Present)

1. Information and Knowledge Management in the 21st Century
2. Collaboration and Social Networks
3. Computer Applications in Management
4. Capstone Project

☒ Middel East University (MEU) – Jordan (Jul. 2021 – Aug. 2022)

5. Principles of Business Intelligence (BI).
6. Artificial Intelligence (AI).
7. Decision Support Systems (DSS).
8. E-Business.
9. Fundamentals of Information Systems.
10. Total Quality Management (TQM).
11. Entrepreneurship and Small Business.
12. Organizational Theory.
13. Principles of Management.

☒ Supervisor of Master Student-Business Intelligence field.

☒ University of Bedfordshire (U0B) – UK /Amman Campus (Jul. 2021 – Aug. 2022)

1. Specialist Research Project.
2. Continuing Professional Development ☐ ☐

② **Applied Science University - Bahrain (Sep. 2019 – Jul. 2020)**

+ Postgraduate Courses (MBA):

- Management Information Systems (MIS).

+ Graduate Courses (English):

1. E-Business Management (**British Systems**).
2. Knowledge Base Management (KBM).
3. Information Resources Management (IRS).
4. Information System Project Management.
5. E-Decision Support Systems (DSS).
- 6. Supervisor of Applied Research in MIS (19 Students).**
7. Internship in MIS.
8. Management Information Systems (MIS).

② **Ibn Rushd College – KSA (Nov.2016 – Apr.2019)**

+ Postgraduate Courses (MBA):

1. Strategic Management.
2. Global Management.
3. Management Theory and Practice
4. Organizational Behaviour (OB).
5. Compensations Administration.
6. Principals of Management.
7. Principles of Marketing
8. Operations Management.
- 9. Supervisor of MBA dissertation (22 Students).**

+ Graduate Courses (MIS & BA) (English):

1. E-Business.
2. Systems Analysis & Design.
3. Information System Project Management.
4. Business Data Communication.
5. Artificial Intelligent (AI).
6. Principles of Management Information Systems (MIS).
7. Information Technology (IT).
8. Organizational Behaviour (OB).

② **Taibah University–KSA (MIS & BA-English): (Mar.2011–Aug. 2016)**

1. Management Support Systems (MSS).
2. Information Systems Project Management.
3. Principles of Management Information Systems (MIS).
4. Computer Applications for Business.
5. Web Design (Dreamweaver, FrontPage & HTML).
6. Computer Skills.
7. Internship in MIS.
8. Human Resource Management (HRM).
9. Fundamentals of Human Resources Training & Development.
10. Entrepreneurship.
11. Small Business Management.
12. Public Management.
13. Principles of Management.

② **Arab Community College (Oct. 2008 – Jul. 2009)**

1. System Analysis and Design.
2. Management Information Systems (MIS).
3. Computer Applications in Business Administration.

4. Human Resource Management (HRM).
5. Materials Management.
6. Principles of Management.

📖 **Intermediate University College (Mar.2009–Jul.2009 - Part Time)**

1. Human Resource Management (HRM).
2. Total Quality Management (TQM).
3. Principles of Marketing.

📖 **Khawarizmi University Technical College (Jul.2021–Jan.2022-Part Time)**

1. Organizational Behaviour (OB).
2. Principles of Marketing.
3. Material Management.

Language Skills:

- ☐ Arabic: Native Language.
- ☐ English: Reading, Writing & Speaking (Excellent).

Research Interests:

Knowledge Management (KM), Knowledge Management Systems (KMS), IT-Business Strategic Alignment, E-Business, E-Commerce, E-Learning, Mobile Commerce, Business Intelligence (BI), Decision Support Systems (DSS), Customer Relationship Management Systems (CRMS), Human Resource Management Systems (HRMS).

Publications:

Bataineh, A., **Abu-AlSondos, I.**, Salhab, H., Al-Abbas, L. (2022) A structural equation model for analyzing the relationship between enterprise resource planning and digital supply chain management, *Uncertain Supply Chain Management*. Volume. 10, Number 4, pp. 1289-1296 (**Scopus Journal**). http://www.growing-science.com/uscm/Vol10/uscm_2022_82.pdf

Alkhodary D., **Abu-AlSondos, I.**, Ali, B., Shehadeh M., Salhab, H. (2022) Visitor Management System Design And Implementation During The Covid-19 Pandemic, *Information Sciences Letters*. Volume. 11, Number 4, pp. 1059-1067 (**Scopus Journal**). <https://www.naturalspublishing.com/files/published/6p3jg121583s5s.pdf>

Khder, M., **Abu-AlSondos, I.** & Bahar, A. (2021) The Impact of Implementing Data Mining in Business Intelligence, *International Journal of Entrepreneurship*, Volume. 25, Number. 2S, pp. 1-9 (**Scopus Journal**). <https://www.abacademies.org/articles/the-impact-of-implementing-data-mining-in-business-intelligence.pdf>

Khder, M & **Abu-AlSondos, I** (2021) Business Intelligence in and Data Mining: Opportunities and Future, *European Journal of Business and Management*, Volume. 13, Number. 11, pp. 1-7 <https://iiste.org/Journals/index.php/EJBM/article/view/56507>

Abu-AlSondos, I & Salameh, A. (2020) The Power of Antecedent Factors of Service, System, and Information Quality and Their Effects on M-Commerce Consumer Perceiving Quality, *The International Journal of Innovation, Creativity and Change (IJICC)*, Volume. 13, Number. 12, pp. 141-159 (**Scopus Journal**). https://www.ijicc.net/images/vol_13/Iss_12/131211_Alsondos_2020_E_R.pdf

Abu-AlSondos, I, Khder, M., & AlFudhala, F. (2020) Proposed Knowledge Management Systems (KMS) for public sector organizations in Bahrain, *International Journal of Advanced Science and Technology (IJAST)*, Volume. 29, Number. 12s, pp. 1793-1807 (**Scopus Journal**). <http://sersc.org/journals/index.php/IJAST/article/view/23921>

Abu-ALSondos, I & Salameh, A. (2020) The effect of system quality and service quality toward using m-commerce service, based on consumer perspective. *Management Science Letters*, Volume 10, Number 11, pp. 2589-2596. (Scopus Journal).

<http://growingscience.com/beta/msl/3839-the-effect-of-system-quality-and-service-quality-toward-using-m-commerce-service-based-on-consumer-perspective.html>

Abu-ALSondos, I, Salameh, A., & Engineer, M. (2020) Organizing Event Ubiquitous with a Proposed Event Mobile Application in Bahrain, *International Journal of Management (IJM)*, Volume 11, Number 6, June 2020, pp. 74-91 (Scopus Journal).

https://www.iaeme.com/MasterAdmin/uploadfolder/IJM_11_06_007/IJM_11_06_007.pdf

Salameh, A., **Abu-ALSondos, I**, & Ali, B. (2020) From Citizens Overview: Which Antecedents' Can Assist to Increase Their Satisfaction of M-Commerce? *International Journal of Interactive Mobile Technologies (iJIM)*, Volume 14, Number 17, pp. 45-55 (Scopus Journal).

<https://www.online-journals.org/index.php/i-jim/article/view/16589/8003>

Ali, Basil & **Abu-ALSondos, I**. (2020) Operational Efficiency and The Adoption of Accounting Information System (AIS): A Comprehensive Review of The Banking Sectors, *International Journal of Management (IJM)*, Volume 11, Number 6, pp. 221-234 (Scopus Journal).

https://www.iaeme.com/MasterAdmin/uploadfolder/IJM_11_06_021/IJM_11_06_021.pdf

Salameh, A. & **Abu-ALSondos, I**. (2020) An Empirical Study on the Effect of Organizational Factors on Tacit Knowledge Sharing in the ICT Sector, *International Journal of Advanced Science and Technology (IJAST)*, Volume. 29, Number. 12s, pp. 1648-1663 (Scopus Journal).

<http://sersc.org/journals/index.php/ijast>

Shatat, A., **Abu-ALSondos, I**, Khder, M. & AlBaba, A. (2020) Proposed Internship Information System (IIS) for Private Universities in Bahrain, Case Study: Applied Science University-Bahrain, *International Journal of Innovation, Creativity and Change (IJICC)*, Volume 13, Number 12, 2020, pp. 1496-1518 (Scopus Journal).

<https://www.ijicc.net/index.php/volume-13-2020/197-vol-13-iss-12>

Zureik, A. & Abu-ALSondos, I. (2020) The effect of negative incentives on job stability—An applied study on Saudi Post in the Asir region, *Journal of Economic, Administrative and Legal Sciences*, Volume 4, Number 15, pp. 66-84

<https://journals.ajsrp.com/index.php/jeals/article/view/3131/3042> □

Zamil, A., Salameh, A. & **Abu-ALSondos, I**. (2020) Encouraging Consumers to Make Online Purchases Using Mobile Applications, How to Keep Them in Touch With E-Services Providers? *International Journal of Interactive Mobile Technologies (iJIM)* Volume 14, Number 17, pp.56-65 (Scopus Journal).

<https://www.online-journals.org/index.php/i-jim/article/view/16599/8005>

Alkafagi, A. Salameh, A., & **Abu-ALSondos, I**. (2019) The Importance of Individual Technology Factors for Adoption of Internet Banking. *European Journal of Business and Management*, Volume 11, Number 36, pp. 1905-2222.

<https://www.iiste.org>

Bahadi, M. **Abu-ALSondos, I**. (2019) The reality of the application of knowledge sharing practices and its impact on the development of employees' performance. *International Journal of Islamic and Humanitarian Research Advanced*. Volume 9, Number 6, pp. 01-21.

<http://www.sign-ific-ance.co.uk>

Abu-ALSondos, I., Pangil, F. & Othman, S. (2015) An Empirical Study on The Effect of Individual Factors on Tacit Knowledge Sharing In the ICT Sector. *International Journal of*

Management Studies (IJMS), Volume 22, Number. 2. pp. 1-16. ISSN 2232-1608
<http://www.ijms.uum.edu.my>.

Abu-ALSondos, I., Pangil, F. & Othman, S. (2012). Requirement for Knowledge Management System, *Journal of Communication and Computer (USA)*, Volume 9, Number 3 March 2011.
<http://www.davidpublisher.org>

Conferences:

The Third International Conference on Strategic Awareness and Governance, 6-7 December (2021), Middle East University (MEU) Amman, Jordan.

Pangil, F. **Abu-ALSondos, I.** & Othman, S. (2018). The Importance of Social Networking and Interpersonal Trust for Tacit Knowledge Sharing. Knowledge Management International Conference (KMICe), 25 –27 July 2018, Miri Sarawak, Malaysia <http://www.kmice.cms.net.my>.

Qahtani, E. **Abu-ALSondos, I.** (2018). The Impact of Using E-HRM System on Employees' Satisfaction. The International Conference of Management and Planning, Amman, Jordan, 7–9 August 2018.

Abu-ALSondos, I., Pangil, F. & Othman, S. (2014) An Empirical Study on The Effect of Individual Factors on Tacit Knowledge Sharing In The ICT Sector. International Conference on Business Management (ICBM), 18-19 August 2014, Putra World Trade Centre (PWTC), Kuala Lumpur, Malaysia. <http://103.5.182.215/view/divisions/SBM/2014.default.html>

Abu-ALSondos, I., Pangil, F. & Othman, S. (2010). The Impact of Individual and Organizational Factors on Tacit Knowledge Sharing in Jordanian Hotels. Proceedings of International Graduate Tourism Research Conference, Kuala Lumpur, Malaysia, 16-17 April 2010.

Abu-ALSondos, I., Pangil, F. & Othman, S. (2010). Requirement for Knowledge Management System. Proceedings of Regional Conference on Knowledge Integration in ICT 2010, Putrajaya, Malaysia, 1 June 2010. <https://conferencealerts.com/show-event?id=ca1mx8xh>

Abu-ALSondos, I., Pangil, F. & Othman, S. (2010). Toward An Effective Model of Knowledge Management Systems (KMS) Implementation in ICT Sector. Proceedings of 3rd National Conference on Rural ICT Development (RICTD), EDC UUM Sintok, Kedah, Malaysia, 23-25 November 2010.

Committees Membership & Academic Activities:

☑ **Medill East University (MEU) – Jordan (Jul.2021 – Aug.2022)**

- ☐ **Program Director**-Bachelor of Business Intelligence (BI), Jul.2021 – Aug.2022.
- ☐ Member of **Quality Assurance Committee**, Jul.2021 – Aug.2022.
- ☐ Member of the **Academic Plans and Curriculum Committee**, Jul.2021 – Aug.2022.
- ☐ Member of graduation projects evaluation committee, Jul.2021 – Aug.2022.

☑ **Applied Science University – Bahrain (Sep. 2019 – Jul. 2020)**

- ☐ **Program Director**-Bachelor of MIS, Sep. 2019 – Jul. 2020.
- ☐ Member of **Quality Committee**, Sep. 2019 – Jul. 2020.
- ☐ Member of Programme **Mapping Committee**, Sep. 2019 – Jul. 2020.
- ☐ Member of **Advisory Board**, Sep. 2019 – Jul. 2020.
- ☐ Supervising and reviewing MIS students' projects, Sep. 2019 – Jul. 2020.
- ☐ Member in MIS department counsel, Sep. 2019 – Jul. 2020.
- ☐ Member of graduation projects evaluation committee, Sep. 2019 – Jul. 2020.
- ☐ Member of discussion committee for students' training reports, Sep. 2019 – Jul. 2020.

❑ **Ibn Rushd College - KSA (Nov. 2016 – Apr.2019)**

- ❑ **Director of Quality Assurance Unit**, Mar. 2017- Aug. 2018.
- ❑ Member of the permanent **committee of academic plans and curriculum** for the college, Nov.2017- Apr.2019.
- ❑ Member of the permanent **committee of Postgraduate Studies and Scientific Research** for the college, Aug.2018- Apr.2019.
- ❑ Member of **Academic Schedules & Examination Committee**, Aug.2017- Aug.2018.
- ❑ Member of **Recruitment Committee** (2016-2017).
- ❑ Member in MIS department counsel Nov.2017- Apr.2019.

❑ **Taibah University – KSA (Mar. 2011 – Aug. 2016)**

- ❑ **Director of Academic Advising Unit**, Jul. 2015-Aug. 2016.
- ❑ **Director of Timetable Committee**, Jul. 2011- Jul. 2015.
- ❑ **Director of Examinations Committee**, Aug. 2011- Aug. 2015.
- ❑ Director of Sport Committee, Sep. 2011- Sep. 2015.
- ❑ Coordinator for **Distance Learning Program** for College of Business Administration and Deanship of Distance Learning, Jul. 2015- Jul. 2016.
- ❑ Coordinator for Part Time Program, Jun. 2011- Jun. 2015.
- ❑ Member of **website development committee**, Sept. 2012- Sept. 2015.
- ❑ Member of **educational affairs committee**, Jul 2015- Aug. 2016.
- ❑ Member of **training unit**, Jul. 2011- Aug. 2016.
- ❑ Member of graduation projects evaluation committee, March 2011- Aug. 2016.
- ❑ Member of discussion committee for students' training reports, March 2011- Aug. 2016.

❑ **Arab Community College (Oct. 2008 – Jul. 2009)**

- ❑ **Director of Examinations Committee**, 2008-2009.

Training Experiences: (Jan. 2004 – Present)

❑ ***International Trainer of Business Administration***

❑ ***Member of International Human Rebalance Academy - London***

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|--|---|
| 1. Training of Trainers (TOT) | 11. Information Security |
| 2. Human Recourse Management (HRM) | 12. Customer Relationship Management (CRM) |
| 3. Total Quality Management (TQM) | 13. Communication Skills |
| 4. Strategic Planning | 14. Business Communication |
| 5. Project Management (PM) | 15. E-Commerce |
| 6. Knowledge Management (KM) | 16. Reports Preparing Skills |
| 7. Leadership Skills | 17. Scientific Research Steps |
| 8. Staff Motivation | 18. Sales Management |
| 9. Conflict Management | 19. Warehouses Management |
| 10. Problem Solving Skills and Decision Making | 20. Business Ethics. |

❑ **Workshops:**

- | | |
|----------------------------|--------------------------|
| ❑ Presentation Skills | ❑ Interview Skills |
| ❑ How to choose your major | ❑ CV Preparing Skills |
| ❑ Time Management | ❑ University Life Skills |
| ❑ Self-Development | |

Non-Academic Experience:

Jul. 2007 – Jul. 2008

Research Associate at Development Directorate, Department of knowledge management and evaluation of plans and programmers at Civil Service Bureau (CSB), Amman, Jordan. Responsibilities include:

- Manage the accumulated knowledge in CSB and to preserve all data and document related concerns with policies, programs and such operations by E-document.
- Transfer and circle/exchange the accumulated knowledge & experiences between CSB employees by using appropriate tools such as information Technology. Rational and Training programs.
- Atomize all services introduced by CSB (by using) E-Government all program with the Ministry of Information and Communication Technology & The National Information Centre.
- Follow up and evaluate CSB strategic plans and annual programs.
- Co-operate with The National Institute for Training and other Training centres to meet the needs of Knowledge Management in CSB.
- Follow up all procedures related to CSB capitalism projects in the field of IT & communications.

Oct. 2004 – Jul 2007

IT Project Coordinator at recruitment directorate at Civil Service Bureau (CSB), Amman, Jordan. Responsibilities include:

- Coordinating the HRMIS in the 'Royal Scientific Society' for the Recruitment directorate in several aspects;
 - ☑ Member of a team specialized in analysing and designing Human Resources Information System.
 - ☑ Member of a team for Examining/Reviewing HRMIS.
 - ☑ Member of a team for Receiving and Approving HRMIS.
 - ☑ Member of a team for Training Employees on using HRMIS.
 - ☑ Identifying indicators and statistics that are of interest to every department in the Recruitment directorate in Human Resources Information.
- Managing the automatic nominee program.
- Executive Officer to serve as a mutual connection between Computer and Recruitment Directorates.
- Contributing In the computerization tasks regarding the Recruitment directorate.
- Constant follow up & update of information displayed on the website.
- Contribute to the preparation of future plans for the Recruitment Directorate.
- Member of Interview's Committee for Appointment in Ministries and Institution.

Workshops:

1. **Case Writing and Teaching Through Cases**, American University in the Emirates (AUE), 22/9/2022.
2. **Mapping a More Modern Approach to Teaching and Research Integrity**, American University in the Emirates (AUE), 15/9/2022.
3. **Excellence in Peer Review: How to be an effective peer reviewer**, American University in the Emirates (AUE), 14/9/2022.
4. **Emerald Guide to get published AUE**, American University in the Emirates (AUE), 7/9/2022.
5. **Faculty Orientation**, American University in the Emirates (AUE), 22-26/9/2022.
6. **How to Qualify for AACSB Accreditation**, Association of Arab Universities (AArU), MOVENPICK Hotel, Amman, Jordan, 13-14/3/2022.
7. **Capacity Building in Higher Education**, Erasmus, Jordan, 27/12/2021.
8. **Business Intelligence**, Middle East University (MEU), Jordan, 2021.
9. **Digital Marketing**, Middle East University (MEU), Jordan, 2021.
10. Preparing **Program Outputs and Learning Outcomes** "Writing outcomes that are compatible with academic program outcomes" Middle East University (MEU), Jordan, 2021.
11. **Assessment Methods**, Middle East University (MEU), Jordan, 2021.
12. **E-Learning**, Middle East University (MEU), Jordan, 2021.

13. **Entrepreneurship and Innovation**, Middle East University (MEU), Jordan, 2021.
14. **Scopus Database Usage and Facilities**, Applied Science University (ASU), Bahrain, 21/7/2020.
15. **Effective Supervision in the Graduate Studies Programs** in the Light of the Modified Thesis Guideline, Applied Science University, Bahrain, 14/11/2019.
16. **UK Programmes' Assessment/ Feedback and Moderation**, Applied Science University, Bahrain, 7/11/2019.
17. **Preparation of Course Portfolio**, Applied Science University, Bahrain, 13/11/2019.
18. **Self-Evaluation Report (SER)**, Applied Science University, Bahrain, 21/11/2019.
19. **Preparation of Annual Programme Review Report (APRR)** for the university's programme coordinators, Applied Science University, Bahrain, 25/6/2020.
20. **Online remote take-home assessment that are not proctored**, Applied Science University, Bahrain, 4/6/2020.
21. **Advance-HE Fellowship**, Applied Science University, Bahrain, 6/5/2020.
22. **E-Portfolio Online Session' presentation**, Applied Science University, Bahrain, 22/4/2020.
23. **Online Assessment**, Applied Science University, Bahrain, 26/3/2020.
24. **Forum 4; Sharing "Online Teaching Practices" During (Covid19)**, Applied Science University, Bahrain, 2/7/2020.
25. **Benchmarking for the colleges of Law and Administrative Sciences**, Applied Science University, Bahrain, 28/11/2019.
26. **Rubric Design Workshop**, Applied Science University (ASU), Bahrain, 2019.2019.
27. **PILOS – CILOS Development**, Applied Science University (ASU), Bahrain, 2019.
28. **Academic Advising Workshop**, Applied Science University (ASU), Bahrain, 2019.
29. **Blackboard system Learn**, Taibah University, KSA, 2013.
30. **Advanced Features of Moodle system (online features)**, Applied Science University (ASU), Bahrain, 27/2/2019.
31. **Conduct and Publish Scientific Research**, Applied Science University (ASU), Bahrain, 2019.
32. **Induction Programme** for academic staff, Applied Science University, Bahrain, 25/9/2019.
33. The 4th Symposium on **Business Postgraduate Research**, 17 to 18 February 2010, University Utara Malaysia (UUM), Kedah, Malaysia.
34. **Customer Relationship Management (CRM)**, 05 October 2010, COB Consulting Business Intelligence (COBC-BI) Centre, College of Business, University Utara Malaysia (UUM), Kedah, Malaysia.
35. Workshop on **Literature Review- The Backbone of Your PhD Research**, 21 July 2009, University Teaching & Learning Centre (UTLC), University Utara Malaysia.

Training Courses:

1. **Knowledge Management** 12 Hours, At Reference for Consultation & Business Development 6-03-2006.
2. Introduction to Create **Knowledge Management** Strategy 10 Hours, at The National Institute for Training 22-05-2007.
3. **Human Recourse Development**, Arab Administrative Development Organization, Sharjah, UAE, 21-10-2007.
4. **Total Quality Management**, Institute Public Administration, alriyadh, Saudi Arabia, 9-01-2008.
5. **Business Reengineering**, Institute Public Administration, alriyadh, Saudi Arabia 16-01-2008.
6. **Time Management**, Institute Public Administration alriyadh, Saudi Arabia, 31-12-2007.
7. Building **Knowledge Based Economy**-Science and Technology Parks, El-Hassan Science City 1-11-2007.
8. **English Courses at The British Council** from 27- 06-2002 to 18-08-2003 including:
Certificate The British Council, Teaching Center Elementary Level 27 June 2002 Grade (B)
Certificate WIN1-2002 (Level 7) Grade (A)
Certificate SIC-2003 (Level 8) Grade (A)
Certificate SIC-2003 (Level 9) Grade (B)
9. **English Conversation Course** with American teacher, one month at London Educational Centre 5-9-2005.
10. **Oracle Developer** 140 Hours, At PC.net Centre 31-12-2003.

11. **Hardware Maintenance** 84 Hour, At Feras Centre 29-8-2001.
12. **Computer Courses** at Arab Academy for Microsoft Technologies including:
Certificate Microsoft Outlook Beginners Level,1-12-2004
Certificate **Microsoft Outlook Advanced** Level,30-12-2004
13. **ICDL** (Introduction Computer Driving License) 4-12-2004
Basic Concepts of Information Technology
Using the Computer and Managing Files
Word Processing
Spreadsheets
Presentation
Database
Information and Communication
14. Orientation and Induction courses for **new staff**, 2011 at Taibah University, AlMadinah, Saudi Arabia.
15. Orientation and Induction courses for **new employee**, 24 Hour 8-3-2005 at The National Institute For Training, Amman, Jordan.

Skills:

- Hard worker, able to work under pressure and for long hours.
- Able to work in a team and to lead also if needed.
- Ability of planning and organizing.
- Have excellent communications skills (listening, verbal, and written).
- Have good flexibility, adaptability, and managing multiple priorities.
- Problem solving skills.
- Extensive knowledge of administrative skills.
- Able to deal with all levels of seniority.
- Project management skills.
- Presentation and dialogue skills.

List of References:

- | | |
|--|--|
| <p>1) Dr. Abdallah Al-Tayari
Taibah University, KSA
Dean of College of Business Administration
Mobile : 00966531366222
E-mail: aaltayari@taibahu.edu.sa</p> | <p>2) Dr. Basil Ali
Applied Science University, Bahrain
Assistant Professor
Mobile : 0097339201688
E-mail: basel.ali@asu.edu.bh</p> |
| <p>Dr. Abdulah Batainah
Middle East University, Jordan
Head of Business Department
Mobile : 00962 79 8065736
E-mail: a.q.bata@hotmail.com</p> | <p>3) Dr. Abdallah Al Ammar
Ibn Rushd College, KSA
Assistant Professor
Mobile : 00966552047487
E-mail: alammar0000@gmail.com</p> |