

Curriculum vitae

PERSONAL INFORMATION



Asst. Prof. Dr Abdoul Rahman Al Jounaidi

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🌐 <https://ffas.mediu.edu.my/staff-directory/>

💬 Skype abedjonaidy

Sex Male | Date of birth 25/01/1990 | Nationality Syrian Married to Malaysian with Spouse Visa, Not required Employment Pass

JOB APPLIED FOR

Human resource , Faculty position , Manager , Lecturer, Administrative, PhD . Lecturer ,Postdoctoral Fellowship ,Research assistant ,Researcher

WORK EXPERIENCE

15/01/2019–Present

Head of Management Department & Economic

Al-Madinah International University Malaysia, Kuala Lumpur (Malaysia)

1. Contribute to the overall leadership and management of the Faculty and carry the functional responsibility for specific agreed cross-cutting Faculty areas.
2. Ensure the best possible student experience through fulfilment of the University's responsibilities concerning students in respect of their admission, instruction, progress and examination.
3. Refresh and develop new programmes in order to attract new students and markets
4. Create a dynamic and forward looking research environment for both staff and students
5. Ensure that staff performance is managed appropriately and in a way that is consistent with the expectations of the Academic, and that fair workload allocation processes are in place.
6. Ensure all staff have access to the necessary support to enable them to contribute fully and develop their skills and experience
7. Ensure a safe and healthy environment for both staff and students, and full compliance with health and safety requirements
8. Take responsibility for devolved budgets and comply with University financial regulations
9. Ensure the University equipment/facilities under the department's control are properly maintained and serviced as required
10. Ensure all activities are carried out to the highest possible standards and put in place the necessary evaluation and monitoring procedures to ensure both compliance and improvement: such procedures will include teaching, research and management of all resources
11. Comply with auditing, quality assurance procedures both internal and external
12. Give due consideration to ways of retaining connections with teaching at both undergraduate and postgraduate levels
13. Give due consideration to the status of Head as a role model for other members of staff in the pursuit of academic excellence
14. Ensuring that the activities of the Department are undertaken in accordance with, policy and regulatory frameworks of the University.
15. Comply with all the requirements from the MQA standard

01/09/2016–Present

Full Time Asst. Prof. Dr at Faculty of Finance & Administrative Sciences

Al-Madinah International University, Kuala Lumpur (Malaysia)

- A member of ACCREDITATION OF PRIOR EXPERIENTIAL LEARNING (APEL) Malaysia (2018)
- Lecturing in business management faculty at Al-Madinah international university from Sept 2016 till now ...major subjects Knowledge Management, (Entrepreneurship) (management theory and practice and human resource Management field, sales and selling management,Marketing, consumer behavior , business and society.
- Organizing conferences and being among the secretary committees

- Participant in many international conferences with paper , details mentioned in the Publications sections ...
- Working with Malaysian qualification Agency (MQA) standards to get the accreditation for the business faculty at MEDIU university.
- Setting the PLOs,CLOs,CQI, (programme learning outcomes for the business faculty) according to MQA Malaysia standards
- Develop the curriculum of faculty of business and management according to the standards of MQA Malaysia .
- Involving with Accreditation and new program's applications (COPPA) to fulfill the requirement from MQA and MOHE
- Annual budget preparation and projection for Faculty of business
- Follow up with the postgraduate students and prepare proposal defense sessions MOCK and final Viva

01/01/2013 **Knowledge center manager**

Al-Madinah International University, Kuala Lumpur (Malaysia)

- Experience in library 5 years ,Head of Indexing and Classification , Cataloging Department in Al-Madinah International University (MEDIU Library) (from 2013-recent) .
- Working with web design and multimedia team for 1 year converting HTML web pages .
- working and designing digital library content such as MEDIU digital library as the link provided to refer to : <http://dlibrary.mediu.edu.my/>
- Responsible for cataloging and indexing the books depend on Using the standard classification Dewey Decimal Classification (DDC) and Library of Congress classification (LCC) Working on open sources systems like (KOHA) .
- promoted to be Head of Indexing and Classification , Cataloging Department , from (2013-recent)
- Open source software, Programming, Everything new that relate to library and information science and human resource management

EDUCATION AND TRAINING

- 01/09/2015–02/08/2018 **PHD (doctor of philosophy in business management)**
Al-Madinah International University (Malaysia)
- 01/01/2013–01/01/2015 **Master Business Mangement (MBM)**
Al-Madinah International University (Malaysia)
- 01/01/2007–01/01/2011 **Degree In Information Management**
Damascus university, Damascus (Syria)
- 30/11/2014–01/03/2015 **IELTS Preparation Course (Certificate Of Completion)**
Cambridge, shah alam (Malaysia)
- 01/01/2008–01/01/2012 **Excellency English Proficiency Certificate**
Damascus Language Institute, Damascus (Syria)
- 01/01/2011–01/01/2012 **ICDL (international computer driving license)**
European Computer Driving Licence Foundation, Damascus (Syria)
- 01/01/2013–Present **Certificate of participation**
Al-Madinah International University, shah alam (Malaysia)

- Certificate of participation to get the final accreditation for academic program from Malaysian qualification Agency (MQA) at faculty of finance and administrative sciences.
- Certificate of Appreciation to uphold MEDIU university in Spanish Webometrics first half of 2014 , 1th place among private Malaysian universities.
- Certificate of participation in workshop (SPSS) , certificate of participation in workshop (AMOS SEM) university of Malaya.
- Certificate of participation in employment message and job interview techniques lecture hold on 23th of November 2013.
- Certificate of participation in structural equation model with Amos training programme held 12th – 13th April 2014 .
- Certificate of participation in Qiqqa: Free reference manager and research manager (workshop) 2016
- Certificate of participation in self-development workshop 2016
- Certificate of participation to get the final accreditation for academic program from Malaysian qualification Agency (MQA) at faculty of finance and administrative sciences.
- certificate of participation in self marketing workshop on 29 of July 2016 by MEDIU training center .
- certificate of participation in the secrets of leadership and communications skills . on 29th sept 2016.
- certificate of attendance in crisis management and decision making workshop organised by UM university on Feb 27,2016.
- certificate of appreciation for outstanding support and contribution to the launching the new campus of MEDIU as member of the committee awarded on March 23,2016.
- certificate of appreciation in Effective communication skills workshop on 27th Jan 2015 awarded by MEDIU university.
- certificate of participation in pressure management skills on 26th JAN 2015.
- certificate of participation in preparation of scientific research project plans on 26th Jan 2015 awarded by MEDIU university.
- certificate of participation in Understanding personalities in the workplace on 28th Jan 2015 awarded by MEDIU university.

01/12/2017–Present

Teaching Permit

Ministry of Higher Education Malaysia, Shah Alam (Malaysia)

Under Graduate

- Organizational behavior
- Business and Society
- Knowledge Management
- Marketing Theory and Practices
- Human Resource Management
- Strategic Management and Business Policies
- Quality Management
- Quantitative Analysis/ Statistics
- Management Theory and practices
- Business communication
- Selling and Sales Management
- Project Management
- Critical Thinking
- consumer behavior
- Entrepreneurship

- Project Paper

Postgraduate

- Organizational behavior
- Marketing Management
- Quantitative Analysis
- Strategic Management
- Research Methodology

24/02/2019–25/02/2019 **Train The Trainer Workshop (CIMA)**
CIMA - Chartered Institute of Management Accountants, kuala lumpur (Malaysia)
<https://www.cimaglobal.com/Our-locations/Malaysia/>

26/04/2019 **Certificate of participation**
Research Databases | EBSCO, kuala lumpur (Malaysia)

31/05/2019–Present **Academic community board member of reviewing papers on IBIMA international conference (SCOPUS , ISI WEB OF SCIENCE)**
34th IBIMA Conference: 13-14 November 2019,, Madrid (Spain)
<https://ibima.org/conference/34th-ibima-conference/#fs-tabbed-13>

19/10/2019–Present **APPOINTMENT AS AN EDITORIAL ADVISOR**
International Journal of Business Society (Singapore)
<https://www.ijo-bs.com/>

PERSONAL SKILLS

Mother tongue(s) Arabic

Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2
Institute of Damascus Language Center					
Malay	A2	A2	A2	A2	A2
course in bahasa malay at Al-Madinah International University					

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

Communication skills

- good communication skills gained through my experience as librarian dealing with students ,
- academic skills gained through my experience as lecturer
- scholarly skills gained through my experience as academic side with publishing papers
- Online Tutorial Teaching

Organisational / managerial skills

- leadership ,knowledge center Manager,HOD,teaching, online class.

Job-related skills

- knowledge center Science, Cataloging, MARC21, Metadata, Information Retrieval, Digital Libraries, Dublin Core,Information Literacy,knowledge center Collection Development, Electronic Resources ,Information Management,Academic Libraries ,knowledge center Management,Web2.0,Digitization,Databases,Knowledge Management ,Library Instruction

- Archives, Translation Koha, Wikis Library 2.0 Integrated Library Systems, Interlibrary Loan AACR2
- Circulation Books Serials knowledge center, Research Online Research Team player, Excellent in communication skills.
- Ability to work very well under pressure.
- Very well using Microsoft Office especially Word, Access, and Excel. Automated s Indexing

Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem-solving
Independent user	Proficient user	Basic user	Basic user	Proficient user

Digital skills - Self-assessment grid

ICDL

ICDL (international computer driving license) ICDL (international computer driving license), ICDL (international computer driving license), 2011 – 2011 Grade: very good , HTML formatting .

Driving licence B

ADDITIONAL INFORMATION

MY Publications (SCOPUS, ISI proceedings)

ALJOUNAIDI , Investigating into the Factors that Affect Knowledge Management in selected university in Malaysia , 34th **IBIMA** Conference: 13-14 November 2019, Madrid, Spain
<https://ibima.org/accepted-paper/investigating-into-the-factors-that-affect-knowledge-management-in-selected-university-in-malaysia/>

IBIMA Proceedings are indexed by Web of Science, Scopus, and Engineering Village
<https://my.pcloud.com/publink/show?code=kZhwr0kZzcwBJBVYIVu3CY3T1xwG4Fmfkeby>

Peer Reviewed Journals

- Farea, Aljounaidi, al-manakhi ,The Mediating Role of Culture Factor on Librarian's Career Contentment at Academic Malaysian University Libraries Vol. 7, Issue 4, October 2019 – December 2019 <http://www.researchpublish.com/journal/IJSSHR/Issue-4-October-2019-December-2019/0>
- Bayashot , Aljounaidi (2019). Factors Affecting Supply Chain in Al-Wefag Food Company, Journal of Business Management, Vol 5 No 1 (2019): IJRDO - Journal of Business management | ISSN: 2455-6661. <https://ijrdo.org/index.php/bm/article/view/2685/2219>
- Aljounaidi, A,HUMAM MOHAMED. (2018).the Role of Leadership Management on The Performance of Employees: A Literature Review, Arrasikhun journal,Vol 4 No 1 (2018): volume 4 issue 1.
<http://ojs.mediu.edu.my/index.php/arrasikhun/article/view/1582>
- Aljounaidi,. (2018). The Evaluation of Leadership Style on the staff workplace: A Literature Review. *IJRDO-Journal of Business Management*,Vol 4 No 3.<https://ijrdo.org/index.php/bm/article/view/1904>
- AL JOUNAIDI, A. R. M. R., & Mohamed, H. B. H. (2016). Factors affecting Librarian job satisfaction in selected Universities in Malaysia. *Arrasikhun Journal*, 2(2).<http://ojs.mediu.edu.my/index.php/arrasikhun/article/view/440>
- Al Kerdi, Fahed, Mohammed Abdullah Ali Alkhawani, and Abdoulrahman Aljounaidi. "Customer Trust And Acceptance Of Online Purchasing In Malaysia." *International Sciences of Management Journal* 1.1 (2017).

Conference Proceeding

- Certificate of participation in 7th edition of the Global Waqf Conference, 10/13th November 2019. Menara Kembar Bank Rakyat at Kuala Lumpur, Malaysia
- Aljounaidi Abdoulrahman, (2018),The Mediating Role of Leadership Management on The

Performance of Selected University knowledge workers In Malaysia, The 5th International Conference of Management and Muamalah, (5th ICoMM 2018) 15 & 16 August 2018 at Tena Hotel, Bangi, Malaysia. <http://conference.kuis.edu.my/icomm/5th/images/e proceeding2018/IC-001.pdf>

- Certificate of acknowledgment as organizer in the 1th student scientific conference on business administration and e commerce held in 6th of June 2013.
- Certificate of attendance in the 1th student scientific conference on business administration and e commerce held in 6th of June 2013.
- Certificate of participation in the second seminar of faculty of finance and administrative science MEDIU entitled social Islamic banks on the 2th of July 2014.
- Certificate of participation in the first seminar of faculty of finance and administrative science MEDIU entitled Islamic model of substantial development on 9th may 2014
- Participate with paper in the first international conference of linguistic in Malaysia 2015
- Participate with paper in the second international conference of linguistic in Malaysia 2016
- Participate with paper in the first international conference of Islamic issues in Malaysia 2015
- Certificate of secretary member of first international conference of linguistic in Malaysia 2015
- Certificate of secretary member of second international conference of linguistic in Malaysia 2016
- Certificate of secretary member of second international conference of linguistic in Malaysia 2016
- "Applications of reading therapy on patients with psychopathology diseases The role of books as a therapy using the internet and classical resources , Abdoulrahman Aljounaidi ,May 19, 2017, 1st International Conference of Educational and psychological Studies (ICOEPS 2017), Al-Madinah International University (MEDIU)
- Immoral practices and their impact on the individual and society , MEDIU University , 16/17 November,2017, Conference paper, Faculty of educational studies

References

- Prof. Emer. Dr. Takiah Binti Mohd Iskandar (takiah.iskandar@mediu.edu.my) Dean of businessfaculty MEDIU / +60 19-272 8880
- Prof.Datuk Dr. Ismail Rejab (ismail.rejab@mediu.edu.my) / +60 10-272 0207
- Prof. Dr. Barjoyai Bardai (barjoyai.bardai@mediu.edu.my) my Master suervisor / +60 12-2738414
- Prof. Dr. Humam Mohamed (humam.mohamed@mediu.edu.my) my PHD supervisor / +60 19-284 0700
- Asst. Prof. Dr Mohammad Mahmoud Saleem Alzubi / mohammad.mahmoud@mediu.edu.my/ +60 18-217 6159
- Prof. Dr. Mohammad Khalifa Al-Tamimi ,**The Rector Al-Madinah International University,Shah Alam, Malaysia, tamimi@mediu.edu.my**
- Asst. Prof. Dr. Elsayed Mohamed Salem (**dean of library affairs in mediu university**) elsayed.mohamed@mediu.edu.my
- Dr. Zuheir Bakleh (Beirut Lebanon) email: zbakleh@gmail.com**Lecturer at Damascus University, and the director of Damascus university library. director of ESCWA library.**
- Assoc. Prof.Dr Daud Abdul Quadir Elegu, **dean of language faculty (MEDIU)** daud.elegu@mediu.edu.my
- Prof. Ir. Dr. Wan Mahmood Wan Ab. Majid **Council Member of MEDIU University** wan.mahmood@yahoo.comprof.wan@mediu.edu.my
- Karam Qubsi **very famous in library open source systems and Developer - Koha development team** karamqubsi@gmail.comkaram.qubsi@mediu.edu.my
- Asst. Prof. Dr. Omran A A Musleh omran.musleh@mediu.edu.my , dean of library affairs at MEDIU From 2017 ... tel : 006037010185