

MY PERSONAL INFORMATION

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MY OBJECTIVE

To be an active, effective, creative member where I can improve my skills, gain more experience & cooperate with others to achieve organizational excellence.

MY EDUCATION

United Arab Emirates University, Al.Ain , UAE

BA / 2001 in Islamic Studies (3.31 out of 4)

University of Jordan, Amman, Jordan

MA / 2008 in Hadeeth Sciences (3.81 out of 4)

University of Kuwait, Keifan, Kuwait

PGDE / 2013 (3.69 out of 4)

MY EXPERIENCE

Teacher | Ministry of Education / The Department of Adult Education

one academic year: 4/9/2001 – 8/5/2002

As a teacher of Islamic education for the 1st & 2nd complementary grades at the Center of Social Development / Dubai

Teacher | Dubai Educational zone / The Department of Private Education

Five months: 29/10/2001– 31/3/2002

Volunteer as a teacher of Islamic education for The 4th, 5th & 6th grades at Al-Eman Private School / Dubai

Teacher | Ministry of Education / Dubai Educational zone

one academic year: 31/8/2002 – 20/9/2003

As a teacher of Islamic education for the 8th grade at Latifa bint Hamdan Foundational (2nd cycle) / Dubai.

Administrative Supervisor | Ministry of Awqaf and Islamic Affairs / The Administration of Al.Seraj Al.Muneer

Six months: 20/9/2010 – 28/2/2011

Volunteer as an administrative supervisor at Department of Curriculum / Kuwait.

Teacher | Ministry of Awqaf and Islamic Affairs / the Administration of Al.Seraj Al.Muneer

Four years: 15/9/2009 – 27/6/2013

as a teacher of the Biography of the Prophet and Seraj of life for 2nd, 4th, 5th, 6th, 7th & 8th grades at Jaber Al.Ali Seraj Center / Kuwait.

Administrative Assistant |College of Law | University of Sharjah

16/2/2015 till 31/3/2018.

Student Services Officer |College of Law | University of Sharjah

1/4/2018 till 24/12/2019.

Student Services Officer |College of Sharia & Islamic Studies | University of Sharjah

24/12/2019 till up to date.

MY ACTIVITIES

- Coordinated the activities of Islamic Education section at Latifa bint Hamdan Foundational (2nd cycle) / Dubai.
- Supervised the Computer Center at Latifa bint Hamdan Foundational/ Dubai.
- Gave courses in (Computer Skills) for students at Latifa bint Hamdan Foundational/ Dubai.
- Participated with the students in Platter Competition at Latifa bint Hamdan Foundational: 18/12/2002.
- Participated in Back to School Surprises (DSS 2003) Dubai Department of Economic Development, on 21 - 28/8/2003 Dubai.
- Participated as an active member at the compilation team for Siraj of life educational stories for Seraj Curriculum / Department of Curriculum / The Administration of Al.Seraj Al.Muneer / Ministry of Awqaf and Islamic Affairs /Kuwait.
- Competed twice in contest of (Educational Means) at Educational Guidance Section / The Administration of Al.Seraj Al.Muneer: 19 - 21 / 2 / 2011 - 18 / 3 / 2013 / Kuwait.
- Competed in (The Preparation of Model Tests) contest at Educational Guidance Section / The Administration of Al.Seraj Al.Muneer 10/2011/Kuwait.
- Created a workshop for the new teachers on (The Art of Formulation the Behavioral Objectives) on 30/10/2011 at Jaber Al.Ali Seraj Center/ Kuwait.
- Created a Workshop for students of Seraj on (My Skills with My Computer) within the activities of the fourth Social Educational Forum: The Vision and Creativity forum of Seraj Centers / social educational section / The Administration of Al.Seraj Al.Muneer/ 19 - 26/3/2012/ Kuwait.
- Competed in (Model Lessons) contest at Educational Guidance Section / The Administration of Al.Seraj Al.Muneer 05/12/2012 /Kuwait.
- Participated in (Educational Means Exhibit for Practical Education Students) in the Faculty of Education Cultural Day "I am the teacher ... I am the hope" at University of Kuwait: 18 / 4 / 2013/ Kuwait.
- Participated in many of the college's activities, seminars and conferences as following:
 1. TTIP, TPP and the Post-Doha WTO: Toward a New World Trade Order Symposium, College of Law, 4/4/2016, UOS, as a member of the Organizing Committee.
 2. Symposium on Anti-Discrimination and Hate Law No. 2 of 2015, College of Law, 4/5/2016, UOS, as a member of the Organizing Committee.
 3. International Conference on "Contemporary Issues in Air & Space Laws", 22-23/2/2017, UOS, as a member of the Organizing Committee.
 4. Symposium: Towards a Secure Information Space, Sharjah Police Research Center, 23/10/2017, UOS, as an organizer.
 5. International Conference: Towards a unified contract law under the provisions of the Arab judiciary, 19-21/11/2017, UOS as a member of the Technical Support Committee.
 6. Symposium: Taxation System in the United Arab Emirates, 18/4/2018, UOS, as a member of the Organizing Committee.
 7. A discussion session about the programs offered at the University of California
 8. with Dr. Beverly Baker Kelly, 18/4/2018, UOS, as a member of the Organizing Committee.
 9. External practical training for a law student, summer 2017/2018, UOS, as an organizer and supervisor.

10. Applied Training Programs at Police Training Institute, 3/6/2018-12/7/2018, Sharjah.

MY ATTENDED COURSES & WIRKSHOPS

- (Educational Basis Course) at Employees Training and Qualification Center, The Department of Human Resources, Ministry of Education, 09/17/2002 - 30/9/2002, Dubai.
- (Training session: The Effective Teacher), Islamic Education Guidance, Dubai Educational Zone, 15/10/2002, Dubai.
- (The Productive Teacher: modernist vision for future teacher), Human Resources Development Committee, the training team, Latifa Bint Hamdan School, 9/4/2003, Dubai.
- (Self-Changing and the Start of Future Teacher) at Latifa Bint Hamdan School in collaboration with the Human Resources Committee at Dubai Educational Zone, 4/23/2003, Dubai.
- (Educational Qualifying Course) at the Administration of Al.Seraj Al.Muneer, Ministry of Awqaf and Islamic Affairs, 24/3/2010 - 2/6/2010, Kuwait.
- (The Skill of Writing Behavioral Goals) at Al.Atrujah Center for Holy Quran, Ministry of Awqaf and Islamic Affairs, 18 - 19 - 20/1/2011, Kuwait.
- (The Skills of Organizing Extracurricular Activities) at Al.Atrujah Center for Holy Quran, Ministry of Awqaf and Islamic Affairs, 11/6/2012 - 13/06/2012, Kuwait.
- (Forms of Learning & Education Model) at Al.Atrujah Center for Holy Quran, Ministry of Awqaf and Islamic Affairs, 18/06/2012 - 06/20/2012, Kuwait.
- (Personnel Regulation introductory Program for non- Faculty Members) at The Center of Continuing Education and Professional Development, 7-9/6/2015, UOS.
- Affiliation, loyalty to the job and outstanding administrative service, at The Center of Continuing Education and Professional Development, 15-16/3/2017, UOS.
- (Academic Advising Workshop) at Registration Department, 18/10/2019, UOS.
- (Diplomatic administration) at The Directorate of Human Resources, 20-22/8/ 2019, Sharjah.
- (How to set smart goals?) at The Directorate of Human Resources, 24-26/9/ 2019, Sharjah.

MY SKILLS

- Soft skills:
 1. Excellent written and verbal communication skills
 2. Confident, articulate, and professional speaking abilities
 3. Strong Work Ethic
 4. Writing creative
 5. Collaboration/Teamwork
 6. Creativity
 7. Time Management
 8. Decision Making
 9. Self-Motivation
 10. Active Listening
 11. Customer Service
 12. Interpersonal Skills
 13. Problem-Solving

● **Hard skills:**

1. Computer Skills: (Windows / Microsoft Office / Photoshop / Audio & Video Editing / Surfing & Searching the Web)
2. Languages: Arabic -native language- / English: (IELTS score: 6.00).

MY HOBBIES

- Drawing.
- Hand embroidery.
- Puppet crafting and making a quiet book.
- Writing educational stories and plays.
- Gardening.
- Bibliophile.