

C.V

D. Waleed Zakaria Abu-bakr



– Professional Summary:

As an ambitious university lecturer in business administration, I strive for permanent academic and practical development and gain more experience in the field of work. I always keep myself updated with the latest ideas, research, and tools that qualify me for self-improvement and continuous improvement to ensure a prosperous future.

Basic Information:

Name: **Waleed Zakaria Abdelnaby Abu-Bakr.**

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Email: Waleed_az@hotmail.com

Date of birth: 04/08/1976.

Place of Birth: Giza – Egypt

Marital status: married – family

Egyptian nationality

Qualifications:

- Doctor of Philosophy in Business Administration, Department of Business Administration, Faculty of Commerce, Ain Shams University 2019.
"The Impact of Electronic Management Systems on the Quality of Educational Service and Creating a Competitive Value for Private Egyptian Higher Education Organizations"
- Pre-PhD, Human Resources Specialization, Department of Business Administration, Faculty of Commerce, Ain Shams University, academic year 2014/2015.

- Supplementary research to obtain an equivalency for a master's degree in business administration, Faculty of Commerce, Helwan University, academic year 2013/2014.
- Master of Business Administration M.B.A from the Arab Academy for Banking Sciences, majoring in finance and financial management, the academic year 2010/2011.
- Bachelor of Accounting, Faculty of Commerce, Al-Azhar University, the academic year 1999 .

Practical Experience:

- From 2020 until now, Faculty Member and Vice President of Business Administration Department, Modern Academy for Computer Science and Management Technology in Maadi – Egypt.
- From 2013 to 2020, Assistant Lecturer, Department of Business Administration, Modern Academy for Computer Science and Management Technology in Maadi, Egypt.
- From 2009 until 2012, Director of Recruitment Department, Modern Academy in Maadi, Egypt.
- From 2007 to 2009 AD, Deputy Director of the Recruitment Department, Modern Academy in Maadi, Egypt.
- From 2005 to 2007 AD, Financial Accountant, Modern Academy in Maadi, Egypt.
- From 01/01/2005 to 02/20/2005 AD, Financial Auditor and Auditor, Ali Bin Yahya Al-Mahr Foundation, Saudi Arabia.
- From 01/09/2002 AD to 31/12/2004 AD, Financial Accountant, Saeed Matari Al-Maliki Foundation, Saudi Arabia.
- From 01/08/2000 AD to 01/08/2002 AD, Financial Accountant, Bait Al Ekhaa Trading Est., Saudi Arabia.

Course materials I taught to the undergraduate students:

A) English department

- 1- Financial marketing
- 2- Financial statement analysis
- 3- Communication skills
- 4- Personal management
- 5- Scientific research
- 6- Principal of public administration
- 7- Marketing research
- 8- Negotiation management

B) Arabic department:

- ١- التمويل والإدارة المالية
- ٢- التمويل الدولي
- ٣- مخاطر الإستثمار
- ٤- مبادئ التسويق
- ٥- إدارة الموارد البشرية
- ٦- إدارة الإنتاج والعمليات
- ٧- الإدارة العامة

Training courses:

- Strategic planning course for higher education colleges and institutes in the National Authority for Education Quality Assurance and Accreditation
- Self-evaluation course for colleges and institutes of higher education in the National Authority for Quality Assurance of Education and Accreditation
- Self-evaluation course for academic programs, Higher Education in the National Authority for Education Quality Assurance and Accreditation
- Course Description of Programs and Courses for Higher Education Institutions in the National Authority for Quality Assurance and Accreditation of Education

- Effective teaching and learning strategies for colleges and institutes of higher education in the National Authority for Quality Assurance and Accreditation of Education
- Examination systems and student evaluation course for higher education institutions in the National Authority for Quality Assurance and Accreditation of Education
- External review course for higher education institutions in the National Authority for Quality Assurance of Education and Accreditation
- A comprehensive training course in the development of personal skills (Self Development, Communication Skills, Emotional Intelligence, Problem Solving Decision Making, Team Work Team Building), iTEB Bosten Egypt
- Training course for obtaining the International Computer Driving Licence ICDL
 - A comprehensive training course for the use of educational programs in the distance education system, and the development of electronic exams, (Zoom – Microsoft Teams, moodle)

Scientific publications, activities, and skills:

A) Approved Research:

- published paper entitled “Modern Electronic Management Systems in Higher Education Institutions, Concepts – Characteristics – Dimensions – Objectives”, Scientific Journal of the Faculty of Economics and Administration, PhD Research, Faculty of Commerce 2019, Ain Shams University
- Published research entitled "The Reality of Educational Service Quality in Egyptian Higher Education Institutions", Scientific Journal of the Faculty of Economics and Administration, PhD Research, Faculty of Commerce 2019, Ain Shams University
- Supervising the BBA students' graduation projects (in both Arabic and English) at the Modern Academy

B) Academic and Student Activities:

- The general coordinator between the Academy's administration and the People's Defense and Military Command, the Egyptian Ministry of Defense, Coordination between the Academy and the Ministry of Defense for teaching military education to Egyptian students
- Coordination between the Academy's administration and the Recruitment and Mobilization Department, the Egyptian Ministry of Defense, to postpone the mandatory national service for Egyptian students
- Coordination between the Academy's administration and the Recruitment and Mobilization Department, the Egyptian Ministry of Defense, to offer educational courses for students
- Coordination between the Academy's administration and the Recruitment and Mobilization Department, the Egyptian Ministry of Defense, to offer training courses for the masters of recruiting staff and officials in universities and private higher institutes
- Coordination between the administration of the Academy and the Department of Expatriates, the Egyptian Ministry of Higher Education, to finalize the arrangements for registering and enrolling non-Egyptian foreign students in the Academy

C) Personal Skills:

- Well-versed in the use of computers as well as the following software:
(Microsoft office – Microsoft Teams – Zoom – moodle)
- High ability to practice distance education and set electronic exams
- High ability to prepare educational service quality files for academic subjects and teaching programs in business administration
- High ability to communicate with different types of people
- Able to work under pressure and accept the opinions of others

d) Languages:

- Excellent Arabic speaking and writing skills

- Excellent English speaking and writing skills
- Passed the first and second levels of English language skills from Berlitz
- Registered for IELTS course at the Real Academy

E) References:

1- Prof. Dr. Mahmoud Mohamed El Sayed, Professor of Business Administration, Former Vice Dean of the Faculty of Commerce, Ain Shams University. Mahmoudelsayed@gmail.com

2- Professor Dr. Salah Ismail, Professor of Business Administration, Former Head of the Department of Business Administration, Faculty of Commerce, Helwan University. Salahialy2000@gmail.com

3- Prof. Dr. Omar Othman Saqr, Professor of Economics, Faculty of Commerce, Helwan University, Former Dean of the Modern Academy of Computer Science and Management Technology.

Omersaker@yahoo.com

4- Assistant Professor Dr. Nisreen Saeed Al-Sharqawi, Assistant Professor of Marketing and Head of the Modern Academic Business Administration Department of Computer Science and Management Technology. nessreensaid1@gmail.com