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| **First Name of Application CV No 1649340**Whatsapp Mobile: +971504753686 New_logo.gifTo get contact details of this candidate Purchase our CV Database Access on this link.<http://www.gulfjobseeker.com/employer/services/buycvdatabase.php> |  |
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| Objective | Available and ready to bring more than 20 years of executive experience to an organization where I can add value right away. |
| Profile | My greatest strengths that helped me achieve successful career accomplishments are my logical and critical thinking, the ability to solve problems quickly and efficiently, excellent communication skills, and managerial ability. I am confident that my passion for management and education coupled with bilingual talent will enable me to make a significant difference in any organization. I have a long list of achievements that I am pleased to present. |
| Experience | Manager,Al FarooqCentre, Al Habtoor Group (Management and/Education); Dubai, UAE; April 2011-January 2016* Developed a comprehensive networking system for the Centre in cooperation with the Department of Tourism and Commerce Marketing DTCM, Islamic Affairs & Charitable Activities, Human Development Authority, Government of Dubai, Sheikh Zayed Grand Mosque Abu Dhabi and several other government departments and authorities.
* Established a global outreach program that included ties with the Blue Mosque-Istanbul, the Al Hambra Palace in Spain, as well as Standard Charter Bank.
* Advertised and attracted over 1.3 million tourists to the Centre ranging from the former US President] Jimmy Carter Foundation to ambassadors, diplomats, government delegations, VIPs, and other dignitaries.
* Trained the staff to become leading tour guides.
* Organized seminars and workshops in the UAE and abroad.
* Developed and implemented Centre By-laws.
* Managed and wrote media correspondence, including press releases and public relations circulars.
* Translated thousands of documents from and into English and Arabic.
* Al Farooq Centre has a mosque that is a replica of the Blue Mosque in Istanbul and I have developed the Centre and led the marketing team until it became one of the Top 10 destinations for tourists approved by the Government of Dubai.
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|  | Adjunct Professor, Ajman University of Science and Technology and Al Ghurair University; Dubai, UAE; 2005-2011* Lecturer for Business Law and Islamic Law.
* Taught Arabic Language (astonishing experience teaching Arabic).
* Corresponded with and regularly visited the Ministry of Higher Education and Scientific Research (MOHESR).
* Supervised the Arabic-English translation team to prepare required documents for the MOHESR.
* Coordinated faculty and staff meetings.
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|  | Director, BIAE (Curriculum Development and Management); Los Angeles, CA; 2001-2005* Developed curriculum for pre-elementary, elementary, and middle school.
* Teacher trainer and supervisor.
* Lectured in various seminars and conferences.
* Recruited staff from the entire State of California.
* Quarterly and yearly evaluation of employees.
* Developed Leadership and motivation programs for youth.
* Organized seminars and conferences.
* Participated in Toastmasters International programs.
* Prepared and delivered press releases.
* Briefed law enforcement officials about Middle-Eastern cultures after the 9/11 Incident in 2001.
* Established Arabic Learning Centers in the local and regional areas.
* Arabic language teacher for adults.
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|  | Assistant Director, Emirates Culture Centre; Dubai, UAE; 1998-2000* Fund raising coordinator for charity programs to help the needy around the globe.
* Facilitated and conducted lectures on communities and cultures.
* Participated in TV programs (special reports about Afghanistan and Islam).
* Coordinated Emirates culture presentations during Dubai festivals for several years.
* Expanded office activities overseas.
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|  | Purchasing Manager, Khoory Hill Construction; Dubai, UAE; 1997-2001* Supervised and issued Local Purchase Orders (LPOs) for over 10,000 materials.
* Constantly visited construction sites and supply stores.
* Coordinated the comparison of LPOs, invoices, and goods received vouchers.
* Communicated with suppliers daily.
* Attended conferences and materials introduction demonstrations.
* Synchronized critical logistics activities with engineers and managers.
* Established an excellent credit policy for the company.
* Centralized the management and completely reorganized the purchasing department.
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| Education | * M.S., Gifted and Talented Education, University of California at Irvine, USA; 2003
* M.A., Law and Arabic Language; Faisalabad University, Pakistan; 1998
* B.A., Law and Arabic Language; Islamic University of Medina, Kingdom of Saudi Arabia; 1993-1997
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| Training Courses | * Leadership Short Course; UAE; 2015
* Active Leadership; Certified Business Professional; UAE; 2015
* Life Coaching (Management and Leadership); UAE; 2006
* Essentials of Leadership and Management; University of California at Irvine, USA; 2003
* Elements of Supervision and Assessment; University of California at Irvine, USA; 2001
* Arabic Language Courses; 1988
* English Language Professional Training; 1988-1992
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| Other Skills | * Proficient in all linguistic aspects of Arabic, English, Pashto, Persian, and Urdu.
* Conducted leadership training seminars.
* Delivered various programs on Sharjah TV from 1998-2009 in various languages.
* Attended, participated in, and coordinated inter-faith programs.
* Actively involved in all aspects of the community.
* Performed public relation roles in the community.
* Established learning center for kids.
* Technology-oriented with excellent skills in both Arabic and English.
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| Hobbies | * Sports: Basketball, cricket, horseback riding, snooker, soccer, swimming, and table tennis.
* Camping, cooking, reading, and traveling.
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| Marital Status | * Married
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