|  |  |
| --- | --- |
| **First Name of Application CV No 1649340**  Whatsapp Mobile: +971504753686  New_logo.gif  To get contact details of this candidate Purchase our CV Database Access on this link.  <http://www.gulfjobseeker.com/employer/services/buycvdatabase.php> |  |
|  |

|  |  |
| --- | --- |
| 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. |
|  | 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. |
|  | 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. |
|  | 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. |
|  | 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. |
| 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 |
| 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 |

|  |  |
| --- | --- |
| 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. |
| Hobbies | * Sports: Basketball, cricket, horseback riding, snooker, soccer, swimming, and table tennis. * Camping, cooking, reading, and traveling. |
| Marital Status | * Married |