*CURRICULUM VITAE*

***Dr.***

**Education & Qualifications**

**PhD degree 2014**

**Grantchester University (UK)**

***Major***: Educational Administration

**Master degree 2012**

Adamsville University (USA)

***Major***: Administration & Supervision

**Bachelor of Arts & Education 1979 – 1983**

***Zagazig University, Egypt***

Final Grade: Good

**Extra Courses:**

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* Teaching English Language by Ministry of Education, Hael, Saudi Arabia (2 courses)

Final Grade: Very Good

* Computer Skills from Computer Centre 2000

The course included:-

* + Introduction
  + Windows
  + Office [Word – Excel – Power Point – Access]
  + Internet

Final Grade: Excellent

\* Attended the workshop “Bridging the Gap Between Effective Planning and Effective Teaching.” By ***University of Cambridge.***

***\* Many courses in Teaching English Language ByAl Maali Int. School.***

***\* Attended Global Conference By AdvancED***

**Professional Experiences**

**HOD of boys section 2015- present**

Al Ma'ali International Private School, Abu Dhabi

**English Language Teacher and Coordinator 2009– 2015**

Al Ma'ali International Private School, Abu Dhabi

***Lecturer of English Language by Quatro Institute at ADNOC***

**English Language Teacher 2004 - 2008**

Al Azhar, Egypt

**English Language Supervisor 2002 – 2004**

Al Shaymaa English School, Egypt

**English Language Teacher 2001 – 2002**

Al Shaymaa English School, Egypt

**English Language Teacher, 1987 – 2000**

Hael, Saudi Arabia for 13 years

***Safety officer***: Al Maali Int. School 2009 - 2014

**Skills & Activities**

**Personal Skills:**

* Ability to work effectively under pressure
* Excellent research and time management skills
* Strong communication and presentation skills
* Work effectively with different levels of management
* Leadership skills
* Ability to prepare school timetables, substitution periods and guiding other colleagues.

**Computer Skills:**

* Proficient in the use of windows XP and windows 7
* Proficient in the use of Microsoft office (, 2000-2007 professional, XP,)
* Proficient in typing English & Arabic
* Very good user of Internet tools & E-mail package

**Languages**

**:**

* **Arabic :** Mother-tongue
* **English:** Excellent command of spoken and written English
* Fluent in both verbal and written English communication
* **French:** Fair

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**Personal Information**

# Date of Birth : 23 July, 1961, Egypt

# Marital Status : Married

**Driving license:** Having Saudi Arabian private driving license

Having Egyptian private driving license

Having Emirati private driving license

**First Name of Application CV No: 1669908**

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