

Huzaifa

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**CAREER OBJECTIVE**

In spite of all the success I contribute to my present career, I am seeking new challenges within an organization in need of somebody with exceptional abilities in educational management, administration management, internal audit, learning operation and staff supervision.

Academically, as a faculty member with leadership, an exceptional ability to work in a team or independently with an excellent interpersonal and teaching skills, I am committed to carry on educational process in my field of specialization reaching all targeted achievements with all my best effort including honesty and loyalty to help in the development of subjects teaching methods for maximum benefits for the humanity civilization and the development of our nation.

**Strengths**

Enable all employees of the staff, teachers and students to achieve excellence in school.

* Developing specific goals and plans to prioritize, organize, and accomplish work.
* Generating, providing accurate and opportune results in the form of reports, presentations, etc.
* A demonstrate ability to successfully apply assessment and reporting strategies that take into account relationships between teaching, learning and assessment.
* Demonstrate values and behaviors which show culture sensitivity, exhibit responsible citizenship and foster the celebration of diversity
* Ability to lead a team and possess demonstrated work effectively. Ability to communicate with all nationality and with team members / staff at diverse level.
* Ability to communicate clearly with people of various nationalities backgrounds.
* Exceptional leadership qualities, yet work well with all team members. Able to work under pressure and meet strict deadlines.
* Presentation, Organizational and Negotiation skills.
* Ability to identify and resolve problems.
* Speak clearly and persuasively in positive or negative situations.
* Look for ways to improve and promote quality.
* React well under pressure.
* Treat others with respect and consideration.
* Ability to maintain confidential information, ability to write reports in English and Arabic, and able to establish credibility, trust and partnership.
* Able to deal with most of computer programs.
* Good organizational skills.

**Working as Vice Principal in Dubai National School – AlTwar Branch 2007 UPTO NOW**

* Involved mainly in ensuring adequacy of internal controls within the school; external regulations, internal policies and procedures are followed; resources are used cost-effectively; operational objectives are met; and organizational goals are effectively achieved.
* Training of new teachers.
* Implementation of training courses for teachers in teaching skills
* Preparation of Strategic and Operational Plan for the school
* Evaluation of school ~ ~Management of teaching staff efficiently
* Expertise in investigating policies & procedures designed to safeguard assets, promote operational efficiency and provide reliable information.
* Organize monthly management and Board of Directors’ reports.
* Ensure on-time classification & recording of assets and checks its alignment with applicable laws, policies, procedures and regulations.

**Working as a Principal of Dubai National School – Diyafah Branch-2005/07**

* Concentrate on managerial responsibilities focused on business strategy development, marketing, financial management & control, human resources, information technology and business administration.
* Establish and implement performance goals, objectives, policies and procedures of the organization.
* Create a smooth-running operation to acknowledge organizational goals by keeping the company activities on track and providing corrective actions when they deviate from target objectives.
* Drive performance management system in consultation with the business partners.
* Analyze and assess organization’s performance for continual growth and improvement.
* Report on performance concerning organizational bell curves at group and individual business unit level.
* Direct implementation of improvement initiatives, projects and programs.
* Facilitate training and development interventions; provide guidance on performance management implementation and carry out performance management audit to improve performance.
* Maintain performance management system database and records for reference.
* Perform wide range of HR functions including recruitment, training & development, compensation and benefits. Employ and train key recruits to implement business plans and objectives.
* Implement staff welfare policies to enhance employee motivation.
* Extensive experience in managing administrative duties.

**Working as Vice Principal in Dubai National School - 2001/05.**

**DUTIES AND RESPONSIBILITIES**

* Instruct and monitor teachers and students in the use of learning materials and equipment.
* Use relevant technology to support instruction in teaching and learning.
* Observe and evaluate student's performance and development.
* Maintain accurate and complete records of students' progress and development.
* Update all necessary records accurately and completely as required by law, district policies and school regulations.
* Prepare required reports on students and activities.
* Manage student behavior in the classroom by establishing and enforcing rules and procedures.
* Maintain discipline in accordance with the rules and disciplinary systems of the school.
* Carry-out numerous interviews and conducted Work Keys Skills Testing leading to hiring.
* Responsible for the orientation and training of the newly hired employees regarding the Company Code of Discipline.
* Sending qualified applicants to the client for verification
* Coordinates with the operations department about how many employees they need for deployment and send them the employees file for copy furnish.
* In charge for all the outgoing employees such as preparing their exit clearance and termination.
* Schedules appointments for examinee to be tested.
* Full supervision of the examination hall control and regulate its affairs and the issuance of instructions and regulation time and monitor the correction of exams of all the subjects and classes and follow-up of corrective actions and check up to landing grades and dependence on the school level, the Ministry of Education.
* Prepare school schedules for all classes in all its details and input and follow-up amendments down to its stability and its adoption.

**Principal ‘of Boys Section in High School (Sharjah) - 2000/01.**

* Provided support to the teachers and students.
* Review the examinations and worksheets.
* Evaluated the teachers’ performance.
* Conducted staff meetings.
* Train new teachers.
* Supervise the teachers and students.
* Monitor and document data of teachers and students.
* Participate in department and school meetings, parent meetings.
* Maintain discipline in accordance with the rules and disciplinary systems of the school.
* Apply appropriate disciplinary measures where necessary.
* Perform certain pastoral duties including student support, counseling. Students with academic problems and providing student encouragement.
* Participate in extracurricular activities such as social activities, sporting activities, clubs and student organizations.

**Working as Principal of Private School from 1992 to 2000.**

- Directing and planning the educational process systems.

* Determine the needs of the school and work on supplying them.
* The ability to identify and organize the manpower and the factors that help meet the needs of the school.
* The application of appropriate strategies to stimulate all of the faculty members, and students to increase their abilities and boost their enthusiasm.
* Monitoring and follow-up activities and performance to keep up with management strategies.
* Emphasis on the management of all operations and to provide alternative solutions and appropriate decisions.
* The development and modification of curricula (enrichment materials) in line with the needs of students.
* Development and follow-up of relations between the school and the school district and the Ministry of Education.

**Working as P.R.O in Mohammed Bin Saud University -1988/89 and 1989/90.**

**Qualifications:**

**Bachelor's:** in Arabic Studies- Saudi Arabia (Riyadh)

**First Year Master**: - Lebanon (Beirut).  **- Certificate of "ICDL".**

**Master:** MBA program with specialization in HUMAN RESOURCE MANAGEMENT

**Certificate** of Participating and Presenting Diploma in School Administration