**PERSONAL INFORMATION**

**Name: Mutasim**

**Mutasim.367440@2freemail.com**

**Specialties**

Academic & Non Academic Supervisor, Senior English Teacher, Vice Principal, Training Services Manager, Head of Department, English Language Coordinator, Administrative Assistant, Parents Communication Officer and Translator.

**EDUCATION**

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| Sep 2001 - Jun 2005 | **Mutah** **University** |  **Amman , Jordan**  |
|  | *Education,* ***Master Degree****Curriculum and Teaching Methods* |
| Sep 1994 - Jul 1998 | **Philadelphia University**  |  **Amman , Jordan** |
|  | *English Literature ,* ***Bachelor* Degree**  |

**WORK EXPERIENCE**

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| **Aug 2014 – Present** |  **ADNOC Schools of Abu Dhabi*****Student Supervisor******Acting/ Vice Principal*** | **Abu Dhabi, UAE**  |
|  | * Works cooperatively with the principal, counsellor, nurse, staff, teachers, students and parents towards a positive school climate.
* Serving as a point of information for students and responding to students' needs.
* Encouraging academic success and monitoring students who are struggling in classes.
* Responsible for student personnel services for school campus, including student discipline and attendance.
* Plans and directs school activities related to student services and campus life.
* Advises the School Principals on all matters relating to student affairs and ​school wide discipline.
* Serves as a member of the School Administrative Team (comprising Principals, HODs, Counsellors)
* Maintains a system for monitoring attendance in the school:
	+ Tardy policy
	+ Absence policy
	+ Reporting students with excessive absences and tardiness to school and helping in ​implementing any disciplinary actions
* Maintains the school's discipline and referral program; recommends policy changes to ​the Principals when deemed necessary.
* Coordinates admissions, health services, financial aid and social programs for students.
* Establishes and supervises a faculty and staff duty schedule and roster and reports regularly to ​the Principals.

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| **Mar 2013 – Aug 2014**  | **Community Policing & Police Science Institute*****\* Training Services Manager******- Translation Unit Coordinator*** ***- HR Branch Manager*** |  **Abu Dhabi, UAE** |
|  | * To follow up the administrative works during translation activities and to identify the stages and mechanisms of work.
* To take part in the identification and formation of the internal policies and job description of the unit staff.
* To communicate with the translators and trainees and to coordinate their reception of the training materials.
* To manage internal meetings and workshops with the assistance of the other team members, trainers, administrative supervisors and other sections and departments.
* To receive and archive the trainees projects (PowerPoint presentation) and to submit them to the right address.
* To follow up the administrative letters concerning the translators and to send them to the competent department and sections.
* To manage the selection and train the staff – new translators.
* To distribute the administrative and technical tasks during the translation activities in the institute and outside in the training courses.
* Coordinate the training courses and activities in a way to deliver them in accordance with the specified timetable.
* Prepare for the training courses and to communicate with the translators, trainers and administrative coordinators to provide them with their technical and administrative training needs.
* Prepare the training rooms and to check the provided aids and equipments besides checking the capacity of the rooms that match numbers of the students.
* Provide the trainers and trainees with required learning aids and materials.
* Write the reports on training plans and activities, the results of the participants and to analyze and assess them besides issuing the certificates of graduation, to follow up the training programs and to make the recommendations.
* To take part in the preparation of the studies aiming at identifying the trainees needs.
* To prepare the training materials (student’s handbook- in Arabic and English) and the PowerPoint presentation, and to follow up their personal and electronic delivery to the translators, trainers and trainees.
* Follow up and explain the student’s presentations (the projects) and ensure their delivery by the end of every training course.
* Prepare the data and statistical tables on the training activities and follow up their issuance in a form of reports and handouts.
* Manage photocopying, printing and lamination of the training materials and publications issued by the Institute.
* Follow up of stationery and photocopying forms and to write regular reports on them.
* To follow up the maintenance of the photocopying, printing and lamination devices and to prepare periodic reports on it.
* To manage the process of printing the Institute advertisements, brochure and magazines of the Institute.
* Manage the process of printing the certificates of graduation of students, translators and trainers.
* Coordinate the process of developing the training materials with the assistance of the Planning and Development Section (deleting, adding , amending and modifying the training material)
* Ongoing study on what may rise as new regarding work which aims at developing and updating of work procedures, and design plans, programs , researches and projects for the development of the unit in particular and the institute in general.
* Take part in the design of the training programs and suggest their topics and mechanisms.
* To check the health and safety preparations in the training rooms and to provide a good education environment.
* To initiate a data and statistic base to help in performing work, besides arranging documents and files and periodically updating them.
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| **Dec 2011 – Feb 2013** | **Al Shaheen Adventure LLC,****Institute of Applied Technology (ATHS )** | **Abu Dhabi, UAE**  |
|  | ***Translator and Administrative Assistant –*** ***office & field work**** Lessons/ lectures Interpretation ( military, Police, Life skills ).
* General Translation ( Timetables, Lesson plans , Lesson Evaluations , Curriculum, External & Internal books , Office Documents, Teaching Guidelines , Exams , Students Evaluation, Disciplinary Procedures , Evacuation plan and procedures....etc ).
* Coordination and Communication with parents.
* preparing Lessons materials.
* Assist with planning and arrangements for conferences, seminars and other similar events.
* Provide support for faculty members and Instructors, provide support and guidance to staff where appropriate and setting priorities and targets for the department.
* Liaise with the college Administration, consulting office, Army section, regional office and the Company Head office..
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| **Sep 2011 - Dec 2011** | **American Companies Management Group** **Middle East private School** ***Vice Principal*** | **Abu Dhabi , UAE** |
|  | * Assist the Headmaster in carrying out his responsibilities for the School as appropriate and support the Head in implementing and monitoring the vision and mission of the school.
* Daily management and supervision of the School and of all the classes that are run by teachers.
* Ensure the smooth running of the school by developing positive working relationships with and between all staff and sustain motivation.
* Ensure the appropriate health and safety conditions exist in the school.
* Provide leadership to and supervision of the School administration staff , providing guidance, feedback and direction.
* Assign and monitor administrative and secretarial responsibilities, ensure filing systems are maintained and current establish procedures for record keeping and monitoring.
* Liaise with Governmental Departments ( ADEC , ADEZ, Ministry of Education ) and other agencies,academic organizations and groups.
* Registration, Scheduling and coordination of classes.
* Coordination and Communication with parents of current students and prospective students.
* Academic Supervision, Providing academic support and training to the teachers; developing academic resource materials and innovative classroom practices. Observe and give feedback on teaching, attend Department meetings, oversee the completion of satisfactory schemes of work.
* Staff Management , Helps in staff recruitment by assisting in preparing ads, initial screening of CVs, scheduling interviews and communicating with candidates. Help new members of staff fit into the smooth running of the school
* Help with the production and implementation of all school policies, procedures and documentation, including staff and student discipline, staff welfare.
* Ensure examinations are produced in advance and ensure that curriculum delivery.
* Students affairs.

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| **Aug 2005 -Sep 2011** | **Abu Dhabi Education Council ADEC & Ministry of Education.*****English Teacher*** | **Abu Dhabi , UAE** |
|  | * Teaching English ( TEFL ) for Elementary and Secondary levels .....UAE National curriculum.
* preparing English teaching materials, delivering English lessons.
* English Language coordinator.
* Head of English club.
* Head of Iqra center.
* School board member.
* School translator/ interpreter.
* Committee member "strategic school plan".
* Wing supervisor.
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| **Aug 1998 - Aug 2005** | **Ministry of Education*****English Teacher*** |  **Amman , Jordan**  |
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|  | * Teaching English ( TEFL ) for the Elementary and Secondary Levels... Jordanian National Curriculum.
* preparing English teaching materials, delivering English lessons.

 **TRAINING COURSES** |

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| UAE - 2013 | **Modern Office Management Course** American Center for Education and Training |
| UAE – 2009 | **Enhancing Teaching Skills Course.**National Institute of Education- NANYANG TECHNOLOGY UNIVERSITY   |
| UAE – 2005 | **Education Development Course.**Ministry Of Education  |
| Jordan – 2004 | **Intel** Ministry of Education  |
| Jordan – 2003 | **International Computer Driving License** (**ICDL**) Ministry of Education – YARMUK UNIVERSITY   |
| Jordan – 1998 | **Education Development Course.** Ministry Of Education |

**IT SKILLS**

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| **Windows & Office tools** |
| * Windows , Microsoft
 | Advanced |
| * ICDL
 | Advanced |
| **Web programming & development** |
| * Intel
 | Advanced |
| **Operating systems, Networking & Hardware** |
| * Net work
 | Advanced  |

**APPRECIATION CERTIFICATES**

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| Middle East Private School for Boys | 2011-2012 |
| Zayed Higher Organization for Humanitarian Care, Special needs & Minors Affairs | 2008-2009 |
| Al-Tafwooq School for Boys | 2008-2009 |
| Abu-Dhabi Educational Zone | 2007-2008 |