

Vice Dean of Student Affairs

Dr. Mona Naguib Moussa, Ph.D.

Education:

Ph.D. (Cairo University)
Received Philosophy of Doctorate degree in Business Administration.
Thesis title: "Avoiding Burnout through Career Management" as of June 2005
M. B. A. (American University in Cairo)
Masters of Business Administration, as of June 1991
B. A. (Florida State University)
Bachelor of Arts in Business Administration & English (co-major) as of December 1984.

Working Experience:

(Ministry of Investment)- (Office of International Relations) Jan. 08- Present
Special Expert Technical Assistance for institutional Development-Project SETAID Monitoring Unit

Arab Academy for Science & Technology Aug. 05- Present
(Graduate Business School) (English Section)
Egyptian Advanced Technologies
Sep. 1986 — Sep. 1987 Position: Business Analyst

Reported:

Company Chairman
• Developed marketing databases (sales, costing and competitor information).
• Prepared a marketing plan for a 5 year strategic plan.

Prepared a procedure manual for internal customers.
Monthly meeting with the Chairman to discuss the development of the employees and management operational status.
Modern Science & Arts University Sept. 05 — Jan 2008
Position; Assistant Professor
Reporting to Dean
Teaching: Organizational Behavior
Consumer Behavior
• International Business
• Human Resources
MIBA (Masters of International Business Administration) Jan. 07- Present
(ESLESCA)
ESLESCA (French program) Sept. 03 Jun. 04
At the Arab Academy for Science & Technology
Position; Lecturer
London School for Economics (external program) Sep. 02—Jan. 03
at the Arab Academy for Science & Technology
Position; Lecturer
Arab Academy for Science & Technology Sep. 2000 - May 01
(English Section)
Position; Lecturer
Misr International University (English Section) Sep. 1999 - Feb. 2000
Position: Lecturer

Email: mmoussa62@yahoo.com



Vice Dean of Academic Affairs

DR. Chitra Kasana, Ph.D.

Educational Qualifications

- PhD from Sagar University in 1991 with Award.
- Qualified NET in 1984 from U.G.C, New Delhi and Cleared.
- Post Graduation from Indore University with First Division in 1984.

Academic Awards

- Merit Scholarship at Graduate and Post Graduate levels.
- UGC NET Research Fellowship.

Title of Doctorate

- Factors in Economic Development with special reference to India.

Subjects Taught

- Managerial Economics • Business Environment.
- Monetary & Fiscal Policies. • Money, Banking and Finance.
- Logistics and Supply Chain Management • International Business.
- International Marketing. • Research Methodology • Marketing Research • Business communication

Courses Taught

- MBA: GGSIP University, Delhi
- PGDBM: AICTE (Approved).
- BBA: C.C.S. University, Meerut.

Experience

- Over 25 years in Teaching / Training / Research, Consultancy & Management of Academic activities & institution.

MEMBERS OF PROFESSIONAL SOCIETIES

- Life member of Indian Economics Association.
- Associate Member of Habitat India, Lodhi Estate, New Delhi.
- Life member of Mathematika Sciences Society of India.

Research Contributions

- Relevance of Information Economics in Management- 9th National Conference of Indian Society of Information Theory & Applications (ISITA) and Mathematika Sciences Society on India on "Information Technology and Operational Research Applications; December 8-9, 2007 at GSBA, Greater Noida.
- New Air Deccan Campaign Kicks-off –A Review; Business Research Vol. Dec, 2007 (Journal of GSBA, Greater Noida)
- "Developing World class leaders in your organization", paper accepted for 10th International Conference on Management (NICOM-2007) on the theme Enhancing Enterprise Competitiveness, 5-7 January, 2007, Institute of Management, Nirma University, and Ahmedabad.
- Challenges in Facility Management- a Logistics Approach, paper presented on 2nd International Conference on Facility Management, Friday, 8th December 2006, New Delhi.
- E-mail : chitrikasana@yahoo.co.in

CURRENT EMPLOMENT:-

Designation : Vice-Dean Academic Affairs

Academic Status: Full Professor

Employer: COLLEGE OF BUSINESS ADMINISTRATION
Girls Campus Sari Street

CONTRIBUTIONS IN CBA:

Academic: Teaching Graduate and Under-Graduate Courses

Workshops Attended:

- "How to deal with students in CBA", held on 2nd DEC, 2008 conducted by Dr. Mona Moussa, Vice Dean Institutional CBA, Jeddah.
- "Effective Assessment of Student's Performance", held on 21-26 February, 2009, by Dr. Ahmed Dewidar, Senior Educational Specialist, Egypt.
- The Second National Conference for Quality in Higher Education- "Internal Quality Assurance in Higher Education Institutions: Reality and Expectations" Under the Patronage of The custodian of two Holy Mosques, King Abdullah Bin Abdulaziz Al Saud, held on 25th-27th October, Riyadh.





Nadia Adil Malaika.

MA Marketing communications
Professor
MKT

Education

MA Bournemouth University (Marketing communications)
BA King Abdul Aziz University (English literature and linguistics)

Experience or Employment History

-Mar 2007 – Present College of Business Administration

-Director of the career centre & Marketing instructor

- Sep 2005 – Mar 2007 Al Elm Foundation

- Project manager in Al Elm Foundation Marketing communications senior officer for Dar Al Hekma College

- Mar 2003 – Sep 2005 Unilever

- Activation manager Assistant brand manager

- Oct 2000 – Oct 2002 Saudi American Bank

- Relationship manager
Credit analyst

Academic subjects Taught Recently

Marketing principles, Real estate marketing, Consumer behavior, International Marketing, Marketing Channels
Academic teaching Areas Marketing

Others Assigned duties

Director of Career Center
Marketing executive assistant

Email: n.malaika@cba.edu.sa



Fatima Momina

Full Time Faculty
Department: General

Education

a- Bachelor Social Sciences
b- Diploma in Education
c- Masters In Islamic Education (Umm al Qura University)

Experience or Employment History

1- 14 16 h – 1424h King Abdul-Aziz University, Diploma Higher Education
2- 2004 Arab Open University
3- 2003 Dar Al Hama University
4- 2003 -2010 College Of Business Administration

Academic subjects Taught Recently

King Abdul-Aziz University:
1- General Teaching Methods
2- Fundamentals in Islamic education
3- Islamic education and Society development
4- Teaching Majors' Methods
5- Practical training

Arab Open University :

1- Arabic Islamic Civilization
Dar Al Hekma:
1- Islamic Culture

College of Business Administration :

1- Islamic 101
2- Islamic 201
3- Islamic 301
4- Arabic Civilization 201

Academic teaching Areas

1- Civilization
2- Islamic Culture
Others Assigned duties -
Managing of Official Islamic, educational and national events/programs
- Memorials of any sad condolences
- Planning and organizing Islamic field trips /activities to Makkah for Umra and Madinah.

Email: fatimam@cba.edu.sa



Dr. Nisreen Mohammad Innab, Ph.D.

Academic Qualifications

- 1- PhD Degree in Computer Information Systems From Arab Academy For Banking Financial Sciences- Jordan, with excellent accumulative average 2008.
- 2- Master Degree in Computer Information Systems From Arab Academy For Banking Financial Sciences Jordan, with GPA 84.5 "excellent-Grade.
- 3- High Diploma Degree in Computer Information Systems From Arab Academy For Banking and Financial Sciences- Jordan, with very good accumulative average 2003.
- 4- B.Sc. in Management Science / Banking

and Financial Science from Yarmouk University-Jordan 1997.

Work Experiences

- Oct 2007 till now MIS department chairperson and instructor in College of buisness administration (CBA) in Saudi Arabia, Jaddah.
- Feb 2005 – June 2006 Instructor in Isra University-Jordan for Visual Basic, Computer skills, data structure, data transmission and networks.

Courses Taught:

- Management Information Systems
- E-Commerce
- Integrated Information System
- Database Management System
- Business Applications Development
- Data Communication & Networking
- Data Structure
- Computer Skills
- Visual Basic Programming Language
- Integrating Information systems
- System Analysis and Design

Workshops attended

- Effective Assessment of Students> Performance, 21-26 February 2009

Publications

- Nisreen Innab, Ahmad Kayed, "Using Ontology to Support Software Development Process- Requirement Modeling", 1st International Conference on Digital Communications and Computer Applications (DCCA 2007), Irbid, Jordan,



Dr. Ghada M. Asaad, Ph.D.

EXPERIENCE

2006 Headmistress At Al Manarat International Schools (English Section), Jeddah
2004 – current and at present English Lecturer at College of Business Administration (CBA), Jeddah I joined SAC, CBA as a full-time English Lecturer 1999 – 2002 English Language Teacher at Al-Manarat Schools, Jeddah
1990-1998 Purchasing Manager Al-Hamra Hospital, Jeddah

Education

2009 Completed Ph.D. in (Linguistics) , Ambassador University , State of Maryland .

2006 MA in Education (Linguistics) Ambassador University, State of Maryland .
1993 – 1999 BA in English Literature and linguistics from King Abdul-Aziz University, Jeddah

WORKSHOPS

- Web CT Quick Instructors Guide
- Attended the workshop " How to Build Tests" held by
- Dr. NIZAR AL-AANI.
- Has successfully completed the session on " Competences Development Program" Facilitated by Dr. MOH'D ISHGI of Saudi ARAMCO.
- Attended a work shop by Dr. MAISRA TAHER " How to communicate with teenagers"
- Attended the workshops and conferences on
- Teaching for the New Millennium
- Effective Language Teaching

OTHER COMMENDATIONS:-

The following awards were awarded from Manarat Jeddah International School, Jeddah, K.S.A. & College of Business Administration.
(CBA), Jeddah, K.S.A
_ Certificate of Appreciation Award for running the English Department during the Summer session (semester) 2005.

Email: ghada_asaad@cba.edu.sa



**Dr. Nadia m. S. Baeshen,
Ph.D.**

Academic background

Doctor of philosophy in human resource planning & development- (ph.D) university of arizona, usa
 Master of science in business administration- (mba) university of arizona, usa
 Bachelor of science in economics- kau, jeddah, ksa
 2007 — a professional license in finance- the american academy of finance and management- dubie
 2006 — strategic planning and implementation- a five-day workshop, jeddah, ksa

2005—principles of leadership- a five-day workshop by luma core professionals, usa
 2004—effective strategies for leadership- a five-day workshop by jim henning, center for manpower development, ksa
 2003—fundamentals of human resource management- summer course by robert beadion- school of management development, illinois state university, usa

Professional background

2006-2009—general manager of corporate social responsibility at dallah al-baraka holding company
 2005-2006—chief advisor for education and vocational training (gotevot)
 2003-2005—general manager of khadija bint khowailid center at the jeddah chamber of commerce and industry (jcci)

Committees

2008-pres. — member of the high council of family affairs for the makkah region headed by hrh the governor
 2005-pres. — member of the internal auditing committee at ta'jeer financing company

Honors & awards

2005- the minister of labor's award for supporting saudi women employment, ksa
 2000- okaz award for distinguished saudi arabian women, ksa
 1998- honorary citizen of Tucson, the mayor's award of Tucson, az, USA



Maha Abdel Ghani, MBA

Experience

College of Business Administration CBA
 2006-Present Marketing Department Coordinator Female Campus, Jeddah , Saudi Arabia. Responsible for managing and facilitating the operations in the department, major Responsibilities include:
 . Developing plans, goals and policies for the marketing program.
 . Distribute assignments and monitor implementation
 . Prepare department's annual reports
 . Monitor the coop training program
 . Coordination with marketing faculty members to distribute courses and setting schedules
 . Coordination with other academic depart-

ments and institutional departments in the college

Lecturer, Marketing Department (2006 to 2009) Female Campus, Jeddah, Saudi Arabia. Teaching the following courses:

- . Principles of Marketing
- . Advertising & Sales Promotion
- . Sales force Management
- . Marketing Channels
- . International Business
- . Business Communication
- . Communication skills

Print Media Design workshop
 Participated in many projects:

- . CBA Sari Research Project, Exploring all Avenues for Reasons of Withdrawal of Students. 27Jan 2007

Education

Master in Business Administration with emphasis on Marketing 2005, American University of Science and Technology, Beirut, Lebanon
 Bachelor of Science in Business Administration with emphasis on Marketing & Advertising 2001, American University of Science and Technology, Zahle, Lebanon
 . Certificate of Attendance... Collecting Evidence, KPIs & Benchmarking! 2009, NCAAA, Jeddah, Saudi Arabia
 . Certificate of Attendance... Effective As

Email: maha.abdelghani@gmail.com



Qurratulain Sikander, MBA

EDUCATION:

- Masters of Business Administration; Marketing Major; Ministry of Education, Government of Pakistan; Virtual University. G.P.A. 3.8
- o Marketing Principles
- o Marketing Management
- o International Marketing
- o Marketing Research
- Certification/Diploma; Management, Public Speaking and Presentation Skills. University of Massachusetts, Amherst, USA. G.P.A. 4.00
- o Business Communication: Public Speaking and Presentation Skills
- o Management: Principles of Management (Advanced level)

RESEARCH:

- o Research titled; 'Introducing Zad Al Youm; an Organic & Natural brand to Jeddah market'. Consisted of large scoped probability sampled survey, intensive focus group and directory building. Summer 2008.

WORK EXPERIENCE:

- Marketing Lecturer-September 2005 – till present, College of Business Administration, Jeddah, K.S.A.
- Compose, Organize and conduct Marketing courses (Minor & Major), based on the specifics outlined by the Ministry of Education; Saudi Arabia.
- Utilize Case-Study Based Learning techniques to enhance student knowledge, thus encouraging practical application in all courses.

HONORS:

- Principal's Honor List; Kinnaird College, Lahore - 2003
- Medal of Honor; College of Home Economics- 2000
- Head girl/ President of Student Council; College of Home Economics - 2000
- President of English Magazine Society; College of Home Economics - 1999
- Academic Excellence Awards; College of Home Economics - 1998, 2000

Email:q.sikander@gmail.com



Messaouda Bouadlawi, MA

Full time faculty
Department :GRD

Education

- B.A - Bachelor Jurisprudence University Um Al Qura in Makah .
- M.A – Master Jurisprudence University Um Al Qura in Makah

Experience or Employment History

- Lecturer of French at the Future expertise in Jeddah.
- Lecturer of Islamic at the College Of Business Administration
- Academic subjects Taught Recently

College of Business Administration:

- Islamic Culture ISLS 101
- Islamic Culture ISLS 201
- Islamic Culture ISLS 301
- French Language FRE 101

Academic teaching Areas

- ISLAMIC CULTURE
- FRENCH LANGUAGE

Others Assigned duties

Email : s.bouadlawi@cba.edu.sa



Zahera Tayseer Mohammed

Lecturer in Teaching Economics & Statistics

Professional Experience

Position: Lecturer (Finance Department) - Full time

Place: College of Business Administration (CBA) – Girls Campus – Jeddah - Saudi Arabia Sep 2008 - present

• Teach Statistics, Quantitative Business Analysis and Microeconomics for the undergraduate level.

Position: Lecturer (Finance dept.) & General Requirement Dept. Coordinator - Full Time

Place: College of Business Administration (CBA) – Girls Campus – Jeddah – KSA

Sep 2005- Sep 2008

• Coordinator of the General Requirement Department.

Position: Lecturer - Part time
Place: Arab Open University- Jeddah Branch-KSA Marh2006- Oct 2008

Education

• Master Degree in Economics University of Jordan, Faculty of Post Graduate Studies, Jordan, Graduation Date: June 1997. Dissertation Title: Thesis: Monetary Integration between the Jordanian & Palestinian Economies Dissertation Advisor: Dr. Mohammad Saqer. (Head of Economic Department).

• Bachelor Degree (Major: Economics) (Minor: Business Administration), University of Jordan, Jordan, 1993.

• Member of CBA Quality of learning and Teaching Committee (NCAAA Accreditation Project).

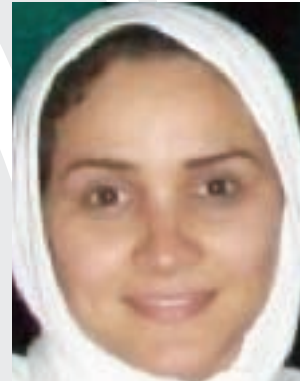
• Member of CBA Business Plan Committee.

• Member of CBA Action Plan Committee.

Courses Taught

- Quantitative Analysis for management
- Operations Management
- Operations Research
- Principles of Economics
- Microeconomics
- Managerial Economics
- Financial Mathematics
- Financial Management

Email: Zahera@cba.edu.sa



Manal Matouq Kattan, MBA

Part time faculty

Department : Arabic

Current Position in college: Teaching Arabic as a Second Language Tutor

Education:

• PhD Candidate at Xiamen University (school of management), Xiamen, China . Degree expected fall 2010.

• 2006 Master of Business Administration. (MBA) American University of London, London, UK.

• 1993 - 1997 Bachelor in Arts and Education ,Girls College, Jeddah, Saudi Arabia, major (Arabic language).

Experience:

• 2005 September to June 2007 Beijing Foreign Studies University, Beijing, China. Teaching Arabic as a second language.

• 2005 March to June 2005 teaching Arabic language, English language and science at the Saudi School of Beijing, Beijing, China.

• 2003 One year school administration and computer administration at Noor Al-Quran School, Yanbu, Saudi Arabia .

• 1998 One year teaching grade 5 ,6 Arabic language at Alhamra School , Jeddah, Saudi Arabia .

Academic Subjects taught recently:

Arabic as a Second Language (101).

Academic Teaching Areas:

Arabic Language.

Email: m.kattan@cba.edu.sa



Dr. Dalia El Mosallamy, Ph.D.

**Assistant Lecturer
Education**

PHD Studies"
University of west of England- Bristol
Business School- Major; Finance.
PhD in Business Administration on May
2005. Registered in Finance Department
June 2005.
Bachelor of Commerce Cairo University —
Major Accounting / English Section. Cairo,
Egypt 1994-1998

Experience:

12 years Professional July 1998-sep 2000
Career Pioneer Contractors Experience
Financial Analyst

• Analyze the different ways of raising money to fund the operations.
Sept. 2000-2006 Modern Sciences & Arts (MSA) Faculty of Management Assistant Lecturer Teaching and assisting in the delivery of academic education courses for undergraduates, the courses include:
• Essentials of Accounting 1 & 2
• Intermediate Accounting
• Finance 1 & 2
Sept. 2003-3uly 2004 Dar El Tarbiyah American School Part time Accounting teacher — Grade 12
Sept. 2007-2008 Effat University- 3eddah- Saudi Arabia Assistant Lecturer for Finance Courses in the faculty of Business.
Sept. 2008- Present College of Business Administration- jeddah- Saudi Arabia Assistant Lecturer in the Finance Department MBA Study An MBA graduate from the Arab Academy for Maritime and Transport 2001 Major Finance

References

Prof. Dr. Khairy Al Gizari
Prof of finance Cairo University, Cairo- Egypt
Dr. Sannaa Badran Prof of Accounting Mansoura University, Mansoura, Egypt
Dr. Nadia Mansour Dean of student's affairs October University for modern science and arts Amer Street- Dokki, Giza



**Houria M. A. Hamiduddin,
MBA**

EDUCATION

1995 – 1998 Master in Banking and Financial studies / Information Systems Specialization (double major) The Arab Academy for Banking and Financial Studies (Amman, Jordan). Cumulative Average (85.6% = Excellent).
1991 – 1995 Bachelor of Business Administration Specialization on MIS The University of Petra (Amman, Jordan) Faculty of Administration and Financial Sciences Concentration: Management Information Systems (MIS). GPA = 3.66/4.00, with honors.

CERTIFICATES & TRAINING

2009 Effective assessment of students' performance (training program, CBA).
2009 Blackboard Learning System (CBA).
2007 Introduction to WebCt (CBA)
2007 Introduction to Smart board.(CBA)
2007 Introduction to Minitab- Basic Statistics and testing the Normality of a Distribution (CBA)
2003 ICDL Certificate (New Horizons Dubai)

WORK EXPERIENCE

Oct 2006 – Now Lecturer College of Business Administration (CBA)
• Faculty - Management Information Systems Dept.
• MIS dept. Officer (2007)
• Member of MIS Program in Development Evaluation Project in collaboration with NCAAA (2007 – New).
Dec 2003 – Jun 2004 Instructor Institute of Administrative Development (Dubai, U.A.E.)
• Teaching Management(Job description , ISO ...)

ADDITIONAL SKILLS

Soft skills
• Excellent communication and presentation skills.
• Ability to work independently.
• Hard working and motivated.
• Perform well under pressure.

Email: houria_alhussein@yahoo.com

Dr. Hanaa Ahmed Taha

Occupation:

Assistant Professor – Atomic Energy Authority – Center of Nuclear Research - Department of Mathematics and Theoretical Physics.

Education:

B.Sc. Science – Applied Mathematics – Helwan Univ., Cairo, Egypt, (May 1991) Grade (Very Good 83%)

M. Sc. Science – Applied Mathematics – Helwan Univ., Cairo, Egypt, (May 1998)

Ph.D. Science – Applied Mathematics – Tanta Univ., Egypt, (May 2005).

Experience:

Lecturer - Atomic Energy Authority – Center of Nuclear Research – Department of Mathematics and Theoretical Physics.

* Lecturer (Teach Mathematics courses) – Faculty of Engineering, Monofiya Univ'

* Lecturer Department of Mathematics and Theoretical Physics- Atomic Energy Center of Nuclear Research 1998 – 2005

* working in academic research papers Department of Mathematics and Physics- Atomic Energy Authority – Center of Nuclear Research 1993 – 2006 * Assistant Professor – Atomic Energy Authority – Center of Nuclear

Research – Department of Mathematics and Theoretical Physics. 2005 -2006
* CBA College of Administration: Taught Calculus Math 101 and Pre Calculus Mat 099, 2006 –2008(1427-1429)
*Assistant Professor since 2006 - 2008 in CBA

Email: hanataha3@yahoo.com

Soraya Asim Gazzaz

PROFESSIONAL EXPERIENCE:

September 2007 King AbdulAziz University Jeddah French Language Instructor
September 2007 – till present College of Business Administration Jeddah English Language Instructor
March 2006 – June 2007 Children World School Jeddah English and Social Studies Teacher for Intermediate and Secondary Levels

QUALIFICATIONS / EDUCATION:

June 2003 King Abdulaziz University Jeddah Bachelor of Arts and Degree in European Languages – French. Graduated with honors – GPA 4.55.

EXTRA-CURRICULAR COURSES:

November - December 2009 École Française Jeddah French Course – Niveau 7
May 2008 New Horizon Jeddah ICDL – International Computer Driving Licence
January 2008 King Abdulaziz University Jeddah Certificate in French Conversational Course – Dr. Mervat Biblawi

TRAINING & WORKSHOPS:

- Effective Assessment of Students' Performance (by Dr. Ahmed Dewidar)
- Leading Bold Change (by Bill Paladino)
- Teaching Integration (by Dr. Fatima Abou Zarifa)
- Smartboard training (by Hala Nassief)

SKILLS & ATTRIBUTES:

- Fluent in three languages: Arabic, English, and French
- Classroom management skills
- Ability to work individually or as part of a team
- Computer skills: Microsoft Office and Smartboard
- Effective time management and organizational skills
- Assessing students effectively

REFERENCES:

- Available upon request:
- Dr. Mervat Al-Biblawi
 - Dr. Nada Brenji
 - Dr. Rufaidah Khajogji
 - Dr. Ghada Asaad

Email: sorayagazzaz@hotmail.com

Amirah Bahaudeen

Education

1998 - 2001 Cairo University Egypt
Bachelor of Arts, English Language and Literature
2003 – 2008 Sunderland University UK
Masters of Science in Computer Based Information System (CBIS)

Professional Experience

September 2007 – present College of Business Administration, Jeddah MIS Lecturer
December 2006 – January 2007 College of Business Administration, Jeddah IT Instructor in WIT Program
December 2006 – August 2007 College of Business Administration, Jeddah Director of Academic Affairs

- Planning and managing the college courses schedule
- Supervising the process of entering, updating and posting final grades.
- Issuing and following up on academic probation and dismissal.
- Supervising academic orientation period for new students in collaboration with the Admission & Registration Department and Students' Affairs Department.
- Preparing graduates and expected graduates lists each semester and reviewing their graduation requirements.
- Reviewing academic load for full time and part time faculty members according to February 2006 - November 2006 College of Business Administration, Jeddah

Director of Admission & Registration

- Regular and systematic collaboration with teaching staff to resolve students' registration conflicts.
- Planning and managing all phases of students' registration and to ensure that relevant fees are correctly charged and administered.
- Planning and managing the annual budget allocated to the registration and January 2003-January 2006 College of Business Administration, Jeddah Academic Affairs Supervisor
- Orienting teaching staff and managers on all matters related to students registration and to the college policies.
- Continual review of academic policies and procedures in order that they are relevant, updated and efficient.

August 2002- September 2002 College of Business Administration, Jeddah Acting Director of Administration
April 2002- December 2002 College of Business Administration, Jeddah Students Affairs Supervisor

- Processing routine admission requirements checks
- Resolving issues and conflicts related to information and registration.
- Maintaining student files and other records as appropriate.

Email: Dr.siham@cba.edu.sa

Hayat Adel Habhab

Education University:

Doctoral of Business Administration in the area of Human Resources Grenoble E'chol de Management. France. (in process)
Master degree in Management, Middle East Studies– American University in Cairo – Egypt. 1986/1987.
B.A degree in Business Administration – King Abdul Aziz University – Jeddah – S.A 1980/1981.

Experience

2003 – till present College of Business Administration CBA Jeddah, S.A

- 1) Management & HR Instructor
- 2) Head of General Requirements and Business courses Department. (GRD)

Teaching Management Courses
1997 – 1999 New Jeddah Clinic Hospital – Jeddah S.A Marketing & P.R Officer
1995 – 1996 Saudi Culture Center – Jeddah S.A Teaching English to levels 1,2,3
1984 – 1985 The American University in Cairo/ Egypt. Teacher Assistant
1980 – 1982 Reytheon Co. Jeddah S.A Secretary & Translator (contract dept).

Research

Job Satisfaction among female school teachers In Jeddah, S.A Training Courses Conducted Communication Skills Teaching Courses Conducted HR Courses: Human Resource Management, Strategic

Compensation, Change Management, Performance Management, Human Resource Planning, Labor Relations, Negotiation and Conflict Management, Leadership
Business Courses:
Organizational Behavior
Operations Management
Principles of Management
Introduction to Sociology

Workshops attended

Nov. 2009 Collecting Evidence, KPIs, & Benchmarking By Dr. Marcus Gilbert
Feb. 2009 Student Assessment CBA BY: Dr. Ahmad Dewidar
2008 Black Board CBA By: Mrs. Hala Nasief Instructor as a Coach and Counsellor King AbdulAziz University By Dr. Shilla
2007 Active Learning in Engineering & Science King AbdulAziz University By Prof. Adnan Zahed & Ahmad Ibrahim.
2007 Dealing with difficult people American Chamber of Commerce in Egypt. By Dr. Rania Milad.
2007 Professional Development: 1) Principles of Learning 2) Essential of Problem – Oriented Learning. 3) Assessing Students Performance. Effat College By Dr. Aline Germain Rutherford

Email: hayat habhab@hotmail.com

Bilquees Fatima

KashMir.

- Framed and compiled nine “Basic English learning” books.

Education

- B.A Arts Major in-English Literature and Psychology. 1987 University of Kmr.
- Pursuing M.A in English IGNOU Ind.

Experience

- 2007-08

Dixon Grove J.M. School Toronto
Canada

Worked with volunteers and steering committee to plan the nutrition program. The program included organizing, management, supervision and banking. The program also included preparing and distribution of snacks for 800 students on daily basis.

- 2002-2006

Educational Center for Women Jeddah
KSA

As the head of the Department of English taught English courses from Level One to Twelve of English Side by Side . TOEFL, GED, and Conversation.

- 2000-2001 Indian International School Buraidah KSA.

Worked as a senior teacher.

Achievements

- Holder of “Best Athletic award”
- Founder of “Geo Club Qassim”
- Member of Target Club “Children and Family Magazine” Bombay.
- Senior Management committee member “Children Orphan House”

Summaiya A. Jabbar

Education:

2000-2003: College of Business
Management Pakistan

- Bachelors in Business Administration
- Major: Marketing
- Minor: Human Resource Management
- G.P.A: 3.32/4

2004-2005: College of Business
Management Pakistan

- Masters in Business Administration
- Major: Marketing
- G.P.A: 3.67/4

Experience:

Fall 2006-Present: Faculty of College of
Business Administration

- Teaching courses for General, Human Resource and Marketing Departments
 - Was head of Human Resource Sub-committee for the initial Quality work for NCAA which included:
 - Star rating of HR program
 - Designing the program specification with HR department
 - Writing the course specification and course reports for own courses
 - Compiling the course specifications from all members of the HR department
 - Consulting with independent opinions
 - Coordinating with the steering committee
 - Coordinating with the Quality Assurance head
 - Was part of the team visit to Riyadh to dialogue with Prince Sultan University and Al-Yamamah University
- 2005-2006: Thamer International School

Trainings Attended:

- Ahmed Dewidar workshop on effective assessment of student’s performance (attained the 2nd highest position in workshop assessment exam)
- Week-long workshop on “Instructor as a Coach and Counselor” given in King Abdul Aziz University
- Training on understanding students given by Dr. Mona Mousa at CBA

Achievements:

- Attained the first position in high school final results
- Received an award for academic excellence in BBA and MBA by an institute that recognizes it in annual ceremony in Pakistan
- Received a shield recognizing the contributions for Quality Assurance work at CBA

Extra-curricular:

- Attended the 2008 Jeddah Economic Forum
- Co-founded a Non-Profit Organization for Women in Pakistan; purpose of organization is to:
 - Arrange events for women
 - Assist women in need
 - Award scholarships for education
 - Conduct award ceremonies for recognizing educational achievement for women of the community

Email: s_aj92@hotmail.com

Halah Osman Nasseif

JOBS

Sept 2005 - Now CBA College of Business Administration Jeddah, Saudi Arabia
Teacher Assistant / Management Information System Department
E-learning Administrator/ IT department
Nov2000-Sept 2005 New Horizons Jeddah, Saudi Arabia
Computer Trainer

CERTIFICATIONS

ICDL summer 2007
MCP, MCSA (Microsoft Certified Systems Administrator) July 25, 2004
MCT (Microsoft Certified Trainer) Year 2005

EDUCATION

Current Virginia Tech university (Virginia Polytechnic Institute and State University)
Master in Information Technology
Progress
1994 - 1998 Portland State University
Portland, Oregon, USA
Bachelor of Science Degree in Computer Science GPA=3.2/4.00
1993-1994 Rutgers, The State University of New Jersey USA 1' year in Computer Science
1992 - 1993 Program in American Language Studies Rutgers University New Jersey, USA
1991 - 1992 King Abdul- Aziz University Jeddah, Saudi Arabia Public Administration
1988 - 1991 Dar Al - Fikir Jeddah, Saudi Arabia Secondary School Degree in

Science Percentage = 94%

COMPUTER SKILLS

Programming: C, C++, Java, Assembly Language, and Prolog.

Database:

SQL 2000 Internet (Internet Explorer, MS Outlook, and Outlook express, HTML code, and Web design, Flash).
Operating System: (windows, 98, 2000, 2003, XP, Vista, and UNIX).
Office Applications (Word, excel, PowerPoint, Access, Publisher, Outlook, etc.)
Networking (Windows 2000, 2003 Server & client).
CRM Application (SEIBLE System), DBMS: WebCT, & Blackboard

PERSONAL DATA

Date of birth: April 20, 1974
Nationality: Saudi Arabia
Hobbies: Drawing Cartoon sketches, Fashion design, traveling, & music.

Bushra Jamjoom, MSPM

EDUCATION AND AWARDS

2005 – 2007 George Washington University Washington DC
Master of Science in Project Management
• Awarded a full scholarship from the George Washington University (2007)
• Coursework included: Project Management, Planning and Scheduling, Executive Decision Making, Project Estimation and Cost Management, Organizational Management and Leadership, Statistics for Management, Finance, Accounting, Event Management
2007 George Washington University Washington DC
Certificate in Teaching
2001 – 2004 George Mason University, Fairfax, VA

MEMBERSHIPS IN ORGANIZATIONS

2005 – 2007 Member of the Project Manager Institution (PMI)
2005 – 2007 Vice President of the Project Management Student Association (PMSA)
2004 2005 Member of the National Association of Photoshop Professionals (NAPP)
2004 – 2005 Member of the Society for Photographic Education (SPE)
2001 – 2002 Vice President of the French Club
CONFRENCES AND SEMINARS.
2007 Teaching Seminar , GWU DC, USA
2004, 2005 PhotoExpo NY, USA

2005 Jeddah Economic Forum Jeddah, KSA
2004 SIGGRAPH CA, USA
2004 Anim CA, USA
2002 Dr. Tarik Swaidan's Summer Camp
Chaux-de-Fonds, Switzerland

WORK EXPERIENCE AND TRAINING

Jan– July 2008 Dar Al-Hekma College Jeddah, Saudi Arabia Instructor
Jan. – May 2007 George Washington University Washington DC, USA Graduate Teaching Assistant
2002 – 2007 Islamic Heritage Center Virginia, USA Part-time Arabic Teacher

Email: bjamjoom@gmail.com

Maryam .A.Al-Nahari

Education:

A 2005 graduate from the college of Education and Administration for girls in Abha with a bachelor degree in English language and literature.

Professional Expertise:

- 1-English language degree.
- 2- Translation and communication skills.
- 3- Computer experience (ICDLNT windows — Microsoft Word — Microsoft Excel- Microsoft Access — Microsoft Power Point — Internet).
- 4-Education&Cultural courses (A workshop in founding the quality of education in the universities of KSA organized by (NCAAA) — A course in How To Prepare A Research

Professional Experience:

- 1- A two year experience as an English teacher in the Community College teaching and supervising college students , in an educative instructional environment , teaching the skills of language (reading— writing —listening - speaking- grammar)
- 2- A two year experiences as an English teacher in the Community Service College, where I Taught Language Testing, the Science of Phones and Phonetics and Reading.
- 3- Working as a translator and instructor in Abha Chamber of Commerce& Industry.
- 4- Supervising college students in practical training field.
- 5- Office management and secretary

experience.

Activities and Hobbies:

Head couch of the art activity club for two years 2006-2008.
A member in the Saudi national Debate team 2008.
A participant in the Arab Thought Foundation.

Email:maryam_al_shareef@yahoo.com

Hala Suleiman Alomin

Education:

Elementary certificate taken form Gringer schule (german school) (Vienna/Austria).
International Baccalaureate taken from Vienna International Scl).
O level Degree in German, English and Arabic.
Bachelor Degree from King Abdulaziz University. Major English Literature and Linguistics.

Experience:

- 1- 1996An English and Science teacher at Jeddah Private School. Taught intermediate and secondary level.
- 2- 1997-2008 a head teacher and coordinator of the English Department at Children's World School.
- 3- Teaching: the private program (Hbj ± Prentice Hall curriculum) The governmental curriculum Social Studies Science
- 4-Taught the intermediate and secondary level.
Participated in various school activities from yearbook to media and launched a schools magazine.
- 5-2006-2008 free lance employee at the Saeed.cast. Work as a presenter and editor for the broadcast programs. *on air news presenter.

1. Spokes& Written:
– Arabic
– English
- German

2. Teaching skills
3. Coordinating skills.
4. Braodcast announcer
5. Editing of broadcast programs.

Email: halboofti@helmaiLe.rn

Sana Y Rahman

CAREER EXPERIENCE

Tameer-e-Millat Academy, Islamabad (2004 summer)

- Worked as a lab-assistant.
- Assisted Pre-Med students in performing dissections and conducting experiments in the biology laboratory.

Children's World School, Jeddah

(June 2006- March 2007)

Taught American Literature , history, geography and science to a diverse group of students.

Wrote and taught dynamic lesson plans.

Organized cooperative learning activities.

Incorporated new multi-cultural text into standard curriculum.

Tutored students seeking additional guidance with course work.

Innovator's Private School, Jeddah

(September 2007 till Present)

Working as a Kindergarten teacher

Combining play and interactive activities with an increasing focus on early academic learning, including letter recognition,

phonics, numbers and an awareness of science and nature.

EDUCATION

Neil Armstrong Elementary School, USA

(1987-1991)

American International School, Pakistan

(1991-1992)

Pakistan International School, Saudi Arabia

(1992-2001)

Ayub Medical College, Pakistan - Bachelors

in Dental Surgery (2002-2006)

ICAL UK - TEFL / TESOL

Honors and Activities:

- Youngest graduate from Ayub Medical College, Pakistan
- Earned a Gold medal for highest marks in Oral Pathology (2004)
- junior secretary of English Literature Society
- President of the science club (PI5J)

Email: sanarehman80@hotmail.com

Ghada Othman Nasseif

Jobs:

Sept 2005 — Now CBA College of Business Administration Jeddah, Saudi Arabia Lecturer

Sept 2005- Sept 2006 CBA College of Business Administration Jeddah, Saudi Arabia Accountant

Sept 2005- Sept 2006 CBA College of Business Administration Jeddah, Saudi Arabia Accountant

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Sept 2005- Sept 2006 CBA College of Business Administration Jeddah, Saudi Arabia Accountant

Sept 2005- Sept 2006 CBA College of Business Administration Jeddah, Saudi Arabia Accountant

Secondary School Degree in Science

,Percentage = 94%

Training:

November 2008 King Abdul Aziz University, Jeddah, Saudi Arabia

Program and course Specification

workshop

March 2008 King Abdul Aziz University, Jeddah, Saudi Arabia

Effective assessment of student's

performance workshop

Effective assessment of student's

performance workshop

Nada Ahmad Bader

Education

Master Degree of Business Administration.
Section: Finance , University of Jordan,
July 2005

Bachelor's degree in chemical Engineering.
Jordan University of Science & Technology
, 2000

Percentage Average : 68.4

Rating : Good

High school certificate . Socaina bent

Alhusain Percentage Average :94.7

Languages

Reading Writing Conversation

Arabic Excellent Excellent

Excellent

English Excellent Excellent

Excellent

Experience

Worked in Ram Pharmaceutical company,

Quality Control' Department

Computer skills

Windows, Microsoft excel, word, power

point

Email:nadabader2@hotmail.com

NANCY EZZEDINE

Work Experience

2003- 2004 /2005-current JEDDAH
PRIVATE SCHOOL KSA

Intermediate and secondary English
teacher (grades 9, 10,11 & 12)

2004-2005 THAMER INTERNATIONAL
SCHOOL KSA

Intermediate and secondary teacher (

grades 8,10, 11, 12)

2002-2003LE LYCEE NATIONAL
SCHOOL LEBANON Elementary teacher

(grades 1 & 2)

-Prepared lesson plans, entrance, monthly
and end of year exams

-Prepared activities related to spelling and
dictation, reading, writing and listening
comprehension

-Helped in curriculum mapping and putting
the new annual distribution

Education

2005 CAMBRIDGE UNIVERSITY Online
Training Course in Teaching IGCSE
syllabus

2003 OXFORD UNIVERSITY Candidate for
a one- year masters degree in Linguistics
(didn't pursue the endeavor due to
husband's illness)

ENGLAND

ENGLAND

1996-2000 BEIRUT ARAB UNIVERSITY
BEIRUT, LEBANON

BA English language & literature

1983-1996 SAINT PETER AND PAUL

BEIRUT , LEBANON Official Lebanese
Baccalaureate

Workshops Attended

2006 Jeddah Drama Strategies in Class

2000-2003 Beirut

-Teaching Strategies to Introduce Literature
in Class -Cooperative Learning

-Extensive Reading in the EFL Class

-Integrated Language Arts / Reading
Instructions -Early Childhood and
Elementary Literature.

Huda Khalil Al Khalidy

WORK EXPERIENCE

- English Department Coordinator and Faculty member, College of Business Administration, Ladies branch. (2005 - Present)
- 1. Plan, control, and direct the overall activities, schedules, attendance and grades reports
- 2. Staff recruitment, development, and evaluation.
- 3. Established and maintained positive relationships with students, parents, and colleagues, fostering an environment to open communication and support.
- English Instructor at The Saudi American Center for Culture & Education at The College of Business Administration (2004 - 2005)
- 1. Taught different pre- college English levels.
- 2. Adopted different effective teaching strategies that meet the needs and interests of students.
- 3. Coordinated and taught a creative grammar, writing and reading components for English course.
- 4. Enhanced the learning experience and increased student interest in core material.
- 5. Prepared and personally carried out weekly, midterm and final tests for different levels.
- 6. Perform basic administrative duties such as recording attendance and organizing students' portfolios.

TRAINING AND WORKSHOPS:

- Participated in the 6th Annual Learning and Technology Symposium- April 2008
- Attended and participated in many Professional Development Workshops — Dr. Asia Khashoggi- CBA 2008
- Attended Professional Development 2days workshop — Effat College-March 2007 Presented by Dr. Aline Germain Rutherford,

Topics: -

- Principles of learning.
- Essentials of Problem- Oriented learning.
- Assessing Students' Performance(1) &(2)

EDUCATION :

- English Bachelor, 1997, Faculty of Arts —Sana'a' University

• General Secondary School Certificate,1987

Email: hoda.alkhalidy@cba.edu.sa

ALAA IBRAHIM AHMED LARY, MBA.

TEACHER ASSISTANCE (TA) (FULL TIME FACULTY).
GENERAL REQUIREMENTNS
DEPARTMENT.

Education

MASTERS IN BUSINESS
ADMINISTRATION, KAAU.

Experience or Employment History

- business development supervisor soha ashi establishment
- public relation manager albasma center for special care
- finance & public relation manager manager circle of light establishment

Academic subjects Taught Recently

- NOT YET, NEXT SEMESTER ILL BE TEACHING (PRINCEPLES OF MANAGEMNT) INSHALLA.
- PLUS ILL BE A (TA) FOR OTHER INSTRUCTORS.

Academic teaching Areas

- GENERAL SUBJECTS.
- INTRESTED IN HUMAN RESOURCES SUBJECTS.

Others Assigned duties

- HELPING OUT ALL THE HOD MEMBERS (CORRETCTING “EXAMS AND ASSIGNMENTS” ,COURSE FILES & DELIVERING SOME CHAPTERS)
- PARTICIPATING IN THE MARKETING TEAM.
- AVIDENCE COLLECTOR IN THE NCAAA PROGRA.
- PARTICIPATE IN STUDENT AFFAIRS CLUBS .

Email: a.lary@cba.edu.sa

Lobna Sourour

EDUCATION

1982-1992 Victoria College
Alexandria, Egypt
1992-1994 El Naser Girls College
Alexandria, Egypt
1994-1996 Crescent Valley High School Oregon,
United States
Degree earned: American High School
diploma. GPA (3.8)
1995-1999 Faculty of Commerce English
dept. Alexandria University.
Degree Earned: BA. Of Science in
Business Administration.

CERTIFICATES EARNED

- Certified ESL Teacher (Earned the certificate from the college of applied linguistics)
- New perspectives in the English class room (Al Hamra Soite1 Jeddah)

EXPERIENCE

September 2005 — till now
Green Hills International School, Jeddah
Saudi Arabia English Teacher Grade Four
March 2003- March 2004 Al Tarbia Al
Islamia School Riyadh, Saudi Arabia
English teacher (teaching eighth grade
"earned certificate of honor")
September 2002- March 2003 Al Risala
International School Riyadh, Saudi Arabia
English teacher (teaching first, second, and
third grades)
September 1999-June 2001 Alexandria

Language School Alexandria, Egypt
English teacher (teaching fifth, sixth, and
seventh)

LANGUAGES

English: (excellent reading, writing, and
speaking) French: (Fair reading writing and
speaking). Mother tongue Arabic.

Email: LobnaSou roux @hotmaail.com.

Soreya Osman Jamjoom

Education :

Summer 1980 the Mount School New
york:

Advanced Level in:

English Literature (C)
French (D)
Economics (E)
Summer 1983 Ncastle-upon tyne

polytechnic;

Business Education Council:
Higher National Diploma
September 1988
Bristol Polytechnic
RSA and University of Cambridge:
TEFL Certificate

Employment Details:

October 1990 — July 1992:
English Teacher in the Preparatory section
of Najd National Schools for Girls in Riyadh
September 1994 — July 2001:
English Teacher's Assistant in the
Preparatory section of Najd National
Schools for Girls in Riyadh
September 2002 to date: English
Instructor at the CBA (College of
Business Administration) in Jeddah

E-mail: abjamjoom@atheer.net.sa

Afsana Bibi GENDOO (Born Seetulboseea)

Education and Qualification:

University Education: 1977 — 1981
(B.A) 1988 - 1990 (2nd Yr, M.A)
General Certificate Of Education, University
of Cambridge (1976)

- English Language
- English Literature
- French

General Certificate of Education, University of London (1977)

- English Language
- French

Pre-University Certificate,

(Equivalent to Higher School Certificate).

- English Language
- French
- Economics
- Civics

Bachelors Degree.

(Passed with First Division)

- English (Honors)
- Sociology
- Public Administration
- French

Masters Degree Course: (2nd Yr, University
of Bourgogne

France

- English Language

Working mince

1995 — 1998 .Teaching in Intermediate and
Secondary School Jeddah.

Acting Senior English Teacher and
Supervisor, English Section, Al Jeel at
Saleh School, Jeddah. Training Elementary,
Intermediate and Secondary Teachers.
1998 — 2005 : Senior Teacher, Al Jeel al
Saleh School, Jeddah. Head of English
Department, Al Jeel Al Saleh, School.
2006 - 2008 Instructor at “English
First” institute Jeddah.

Seminars and Workshops:

1995 — 2005: Seminars and workshops
held by “The Presidency For Girls’
Educations, Jeddah.

1997 : Seminars on Teaching “The
Speaking Skills” organized by the British
Council, Jeddah.

Certificates

1995 — 2005: Awarded several Certificates
for “Excellent Teaching”
and participation in ‘School Activities’.

Telephone:

E-mail: san_gendoo@yahoo.com