

MAHAAMAD

PROFESSIONAL SUMMARY

Address: Moroj Al

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Arabia 00966

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qualified Social Work Assistant, striving to achieve positive outcomes for service users with diverse needs. Using outstanding communication, relationship-building and organization abilities to plan and implement effective care programs for enhanced social care provisions.

WORK HISTORY

ETS , Test Center administrator, TCP Survey Responder. TOEFL, IBT TCA, 07/2017 to Current Fahad Ben Sultan University, Tabuk, Saudi Arabia

- Analyzed departmental documents for appropriate distribution and filing.
- Supported Chief Operating Officer with daily operational functions.
- Handled tasks to ensure result
- Managed the smooth operation through action.
- Carried out day-day-day duties accurately and efficiently.

English Language Instructor, 12/2015 to Current Fahad Bin Sultan University, Tabuk, Saudi Arabia

- Set appropriate homework to enable additional practical language use and improve overall fluency in new learnings.
- Garnered feedback from students on language

courses, making adjustments to teachings as necessary to ensure excellent satisfaction ratings.

- Set out clear objectives and goals during lessons, supporting students in achieving them through.
- Ensured continued professional development through attendance of workshops and training programs .
- Delivered on-to-one and group teachings, maintaining student engagement and enthusiasm through subject passion and effective communication.
- Prepared instruction

materials and resources, supporting lesson plans and aiding student growth.

- Recommended effective additional learning resources, aiding continued student confidence and abilities.
- Handled the day-to-day running of classes ensuring high levels of

SKILLS

- Motivational team player**
- Bookkeeping**
- Problem solving**
- Extremely organized**
- **Time management**
- **Strong verbal communication**
- **Conflict resolution**
- **Software expertise**
- **Microsoft Office**
- **Google Drive**
- **Adept in planning**
- **Self-motivated**
- **Communication skills**
- **Fluent in Arabic & English**

**English Language Instructor/ Neom Special
Impact courses, 07/2020 to 05/2023
Fahed Ben Sultan University , Tabuk, Saudi Arabia**

- Set out clear objectives and goals during lessons, supporting students in achieving them through action
Set appropriate homework to enable additional practical language use and improve overall fluency in new learnings.
Garnered feedback from students on language courses, making adjustments to teachings as necessary to ensure excellent satisfaction ratings.
- Evaluated student progress goals, providing positive praise and support with additional assistance as needed.
- Ensured continued professional development through attendance workshops and training programs.
- Set out clear objectives and goals during lessons, supporting students in achieving them through action.

**Preparatory Parallel Program Coordinator, 11/2011
Tabuk University , Tabuk , Saudi Arabia**

- Developed new process for employee evaluation which resulted in marked performance improvements.
- Analyzed departmental documents for appropriate distribution and filing.

**English Language Teacher,
09/2012 to 10/2013 Tabuk
University , Tabuk , Saudi
Arabia**

- Worked closely to strategies curriculum delivery, implementing processes and improvements as necessary.

Developed outstanding professional relationships with pupils and parents, instilling a framework of continued educational and personal support.

Ensured continued student progress and development through action.

- Maintained a positive classroom environment through continued enthusiasm for the curriculum and tireless commitment to every student.**
- Developed positive improvements in vocabulary and sentence structure through action for results.**
- Taught text analysis and evaluation skills in line with curriculum assessment objectives, ensuring considered interpretation of linguistic techniques.**
- Improved exam results, building student confidence and competence through expert communication and compassionate guidance.**
- Set out clear objectives and goals during lessons, supporting students in achieving them through action.**

**English Language instructor / IBT TCA /
Coordinator, 09/2010 to 09/2012
Modern Girl Institute, Tabuk, Saudi Arabia**

Strengthened employee performance ratings and trained staff on system efficiencies

Delivered high level of service Manage And

observe staff function.

Boosted positive outcomes by action taken.

Set up appointments with customers and oversaw main department diary.

**English Language Instructor,
09/2003 to 09/2004 Modern Girl
Institute, Tabuk / Saudi Arabia,
Saudi Arabia**

Set out clear objectives and goals during lessons, supporting students in achieving them through action

Ensured continued professional development through attendance workshops and training programs.

Recommended effective additional learning resources, aiding continued student confidence and abilities.

Delivered on-to-one and group teachings, maintaining student engagement and enthusiasm through subject passion and effective communication.

Set appropriate homework to enable additional practical language use and improve overall fluency in new learnings.

Prepared instruction materials and resources, supporting lesson plans and aiding student growth.

Evaluated student progress goals, providing positive praise and support with

additional assistance as needed.

- **Carried out day-day-day duties accurately and efficiently.**
- **Ensured continued professional development through attendance workshops and training programs .**

Administrative and Planning Programs

Executive Assistant, 06/1985 to 10/1987

Executive Administrator, Nablus, Palestine

- Conducted research to prepare, gather and proof briefing materials, agendas and decks for executive-level meetings.
- Open, read, and wrote answers to routine letters.
- Created and maintained computer- and paper-based filing and organization systems for records, reports and documents.
- Collaborated with other administrative team members, human resources and finance department on special projects and events.
- Responded to emails and other correspondence to facilitate communication and enhance business processes.

EDUCATION

Major :Bachelor of Arts, English Literature,

Minor : Translation

1985 Mosul University• IRAQ, Nenava

Certificate in English Language Teaching For Adult, English Language, 2014

CELTA - London, England

Masters/ **EMBA**, Business , 2019

Fahed Bin Sultan University – Tabuk , Saudi Arabia

