

MAHA AMAD

PROFESSIONAL SUMMARY

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

IBT TCA, 07/2017 to Current

Fahad Ben Sultan University , Tabuk, Saudi Arabia

- Analysed 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 programmes.
- 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

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SKILLS

- Motivational team player
- Bookkeeping
- Problem solving
- Extremely organised
- 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, 07/2020 to 08/2020

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

Preparatory Parallel Program Coordinator , 11/2012 to 11/2013

Tabuk University , Tabuk , Saudi Arabia

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

English Language Teacher, 09/2012 to 10/2013

Tabuk University , Tabuk , Saudi Arabia

- Worked closely to strategise 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 programmes.
- 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 programmes.

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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 organisation 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

Bachelor of Arts, English Literature , 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