

Trainer Eligibility Form

Date: 1-9-2019

Trainer: Dr. Amal Abbas

Course: Managing Selling

Item	Description
1.0	Qualifications
	<p>September 2009 PhD in curriculum and Methods of Teaching - Business – Account Collage of Education ,University of Ain Shams, Arab Republic of Egypt.</p> <p>September 2006 Master in curriculum and Methods of Teaching - Marketing Collage of Education, University of Ain Shams, Arab Republic of Egypt.</p> <p>November 1997 Diploma in Curriculum - Specialist Collage of Education, University of Ain Shams, Arab Republic of Egypt.</p> <p>May 1996 Diploma in education - General Collage of Education, University of Ain Shams, Arab Republic of Egypt.</p> <p>November 1989 Bachelor's Degree in Business Management College of Foreigner Trade, University of Helwan, Arab Republic of Egypt.</p>
2.0	Experience
	<p>Oct 2013 – 2018 - Executive Manager in Delmon Academy</p> <p>- Directs the implementation of policies and programs.</p> <p>- Develops DA's long and short term goals and objective, organizational structure, staff and budget.</p> <p>- Develops and maintains effective mutual external relations with partner agencies and</p>

government officials.

- Studies and reviews DA's policies and procedures.
- Monitors budget expenditures.
- Monitors the progress towards DA's strategic plan and introduces adjustment to the plan as appropriate.
- Leads the implementation of DA's safety and emergency plans according to local and international standard.

Oct 2013 – 2018

Quality Manager in Delmon Academy

Develop and implement a plan the establishment of an internal quality assurance system academy and performance assessment for continuous improvement.

- Participation in the preparation and updating of the vision, mission and strategic objectives of the Academy in the light of the quality assurance.
- Dissemination of quality on all academic and student and administrative levels Academy and raising awareness among various stakeholders both internally and externally culture.
- Participate in the development and follow up the implementation of the strategic plan and operational plans for quality assurance Academy review reports submitted by specific committees to ensure the quality of the preparation of the annual report of the activities of the academy.

July 2011- 2013

Manager of Community Service in Delmon University

- Faculty Member in Delmon University
- Encouraging faculty members on community participation through workshops and conferences and providing support to the community
- Encourage students to do community service by participating in various community organizations visits.
- Organize the participation of students and teachers in various community activities.
- Of the most prominent business cleaning cultivation Demestan Tubli Bay Beach, Giving awareness lectures for some schools, Giving free programs for youth, Blood Donation Campaign.

Oct 2009 – 2013

Teacher "Par time" in Delmon University

I taught some scientific curriculum such as:

- Public relations
- the environment and society
- Organizational behavior Management (1)
- Contemporary media issues
- Quality Management
- educational administration
- Supervision of Master.

Jan2008 – 2013

Office Manager the President of Delmon University

- Follow-up incoming and outgoing mail (internal) of the Office of the President to all colleges.
- Follow-up incoming and outgoing mail (outer) from the President's Office and outside the university.
- Organizing meetings.
- Attend meetings.
- The codification of some minutes of the meeting.
- Participate in some committees.

2002 – 2007

Teacher in El shorafa school- Cairo

I taught some scientific curriculum such as: Secretary, Insurance, Marketing, Economic.

2000 – 2002

Teacher in Esteqlal school- Bahrain

I taught some scientific curriculum such as: Secretary, Business office, time management,

Computer applications.

1995- 2000

Teacher in Om elmomenen school –Cairo

I taught some scientific curriculum such as: Secretary, Account, Marketing.

1991-1995

General Accountant in El-Gawhara Company- Cairo

- Constipation daily ledgers
- To participate in the annual budget work

Subscribe to unload tenders

3.0 Training Competencies

PERSONAL INFORMATION:

Date of Birth: 9/11/1966

Place of birth: Cairo

Nationality: Egyptian

Religion: Muslim

Marital Status: Single

SKILLS:

Computer Skills:

Excellent Knowledge and practice of computer application Ms office.

Language:

Excellent Arabic, good English.

Interpersonal:

A strong team worker and team leader, Excelent Managerial and communication skills.

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Intensive Courses:

- 2000 Computer (Word- Excel)
- 2007 Program SPSS when studied PhD in Ain Shams University
- 2009 Training in teaching in Delmon University with Yarmok University
- 2012 Training in teaching in delmon University.
- 2015 Basic skills of training quality specialist by qhc in Bahrain.
- 2016 Basic skills of training quality specialist by qhc in Bahrain.

Remarks
Experience is suitable to the Course