

Executive Summary

Achieved my MBA degree on Jan 2010 “Excellent with Honor” and PhD Program (Business Administration) in progress, while I am a full-time lecturer in WISE university, teaching undergraduate courses (Management, Operations Research, Human Resources, and Marketing).

I am very keen to achieve my PhD (Management / Business Administration) in a University, which is very recognized globally, at least one of the top 100 universities, globally.

Personal & Contact Info

	Canada	Jordan
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Email	Ghufran.Hijawi@Gmail.com	
Birth Date	Jun 21 st , 1975	
Marital Status	Married	

Qualifications

- PhD (Business Administration) In-Progress
- MBA Master, Excellent with Honour (91%)
- Co-Founder and General Manager of ITUniversity (acquired by Savvytek); the leader regional provider of Oracle (Platinum Partner) and Red Hat (Premier Partner).
- Certified Internal Quality Auditor
- ICDL Certified; TOEFL (2009)
- Member of *Jordan Engineering Association* (JEA) since 1997
- Member of *Arab Knowledge & Management Society* since 2010
- Task oriented person with high personal commitment.
- Strong and positive Team Player with Strong verbal & written communication skills
- Customer Service oriented
- Fluent in both Arabic & English (Canadian Citizen)
- Socially confident, good peer relationships / Management skills

Education – Academic Degrees

University	Degree	University	GPA	Country	Period
PhD - Business Administration	PhD In Progress	World Islamic Sciences & Education (WISE) University	Excellent	Jordan	2011 – Present
	World Islamic Sciences & Education (WISE) University Tabarbor, P.O. Box 1101, Amman 11947, Jordan Telephone: (9626) 5600230, Fax (9626) 5064015, E-mail: info@wise.edu.jo				
Ms. MBA “Master of Business Administration”	Master	German Jordanian University	Excellent with Honor (91.0%)	Jordan	2006 – 2009
	German Jordanian University Mecca Street, P.O. Box 921951, Amman 11192, Jordan Telephone: (9626) 5509222, Fax (9626) 5509102, E-mail: info@tagcb.edu.jo				
B.Sc. Chemical Engineering	Bachelor	University of Jordan	Good (2.75 / 4.0)	Jordan	1992 – 1997
	University of Jordan The University of Jordan Amman 11942 Jordan Telephone: (9626) 5355 000, Fax: (9626) 5355522), E-Mail: admin@ju.edu.jo				
Secondary School	Secondary	Sukaina Bent Al-Hussain School	Excellent (91.4%)	Jordan	1991 – 1992

Education – PhD in Progress (Courses Completed)

Course Name	Course Code	Credit Hours	Grade	Semester
Human Resources Management	5555003	3	91.0%	Spring - 2012
Operations Management	5555050	3	90.0%	Spring – 2012
Total Quality Management	5550005	3	--	Fall - 2012
Projects Management	0505717	3	--	Fall - 2012

Education – Credit Courses Delivered

Course	University	Degree	Count	Country	Period
Operations Resource	World Islamic Sciences & Education (WISE) University	Bachelor	2	Jordan	2011 – 2013
Marketing	World Islamic Sciences & Education (WISE) University	Bachelor	3	Jordan	2011 – 2013
Human Resources Management	World Islamic Sciences & Education (WISE) University	Bachelor	2	Jordan	2011 – 2013
Principles of Management I	World Islamic Sciences & Education (WISE) University	Bachelor	4	Jordan	2011 – 2013
Principles of Management II	World Islamic Sciences & Education (WISE) University	Bachelor	4	Jordan	2011 – 2013

Education – Professional Certificates

Certificate	Center	Country	Period
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ISO 9001:2008 Quality Management System Internal Audit	Amman Municipality (SGS)	Jordan	2010
ICDL	ITU	Jordan	2005
ISO 9000 – Internal Auditing of Quality Assurance	Jordan Engineering Association	Jordan	1997

Education – Training Attended

Certificate	Center	Country	Period
ISO9001: 2008 Quality Management System Internal Audit	Municipality of Greater Amman	Jordan	2010
International Computer Driving License ICDL	ITU	Jordan	2005
JAVA Programming for Developers	ITCC	Jordan	2000
JAVA Multimedia and Networking	ITCC	Jordan	2000
Internal Auditing of Quality Assurance ISO 9000	Jordan Engineering Association	Jordan	1997
Undergraduate Practical Training - Quality Control	Al-Hekma Medicine Factory	Jordan	1997

Professional Experience

World Islamic Sciences & Education University “WISE” (Jordan 2010 – Present)

Lecturer at the Business & Finance Faculty; teaching the following Credit courses:

- *Principles of Management I and II*
- *Human Resources*
- *Marketing*
- *Operations Research*

Irving Muslims School (Texas – USA) Jun 2002 – Oct 2004

Arabic & Islamic Teacher

- Teaching Arabic and Quran for kids.
- Teaching Hadeeth and Sunna.
- Teaching Tajweed rules for the parents and application of these rules.

ITUniversity (Jordan) Aug 2001 – Feb 2002

Co-Founder & General Manager

- Implementation strategic goals and objectives of the organization.
- Fulfill governance function to give power toward more achievements.
- Maintain strong relations with internal and external people.

Al-Hidaya School (Texas – USA) May 2000 – Feb 2001

Arabic & Islamic Teacher

- Teaching Arabic and Quran for kids.
- Teaching Hadeeth and Sunna.
- Making trips for kids and teaching them how to communicate with each other to overcome the multi-cultural differences.

Applied Science University (Jordan)

Oct 1997 – April 2000

Teacher Assistant (TA)

- Teach the AutoCAD course's lab
- Preparing labs for the experiments (instruments, machines,..)
- Conduct trial experiments before the labs
- Direct involvement in preparing User Manuals for all experiment with clear steps that involve quantities and experiment conditions.
- Conduct detailed evaluation of students through quizzes, reports and exams.
- Maintain an excellent and strong relationship with all students and the doctor.

Major Achievements

- Co-Founder of ITUniversity:
 - Certified IT Training Provider (Oracle & Red Hat)
 - Acquired by Savvytek on 2003; the leader regional provider of Oracle and Red Hat Certified training.

References

Dr. Hesham Gharaibeh

- Dean of TAG School of Business – Jordan
- Former Minister of Environment (Jordan – 2003)
- Tel: (962-6) 5509222 Ext: 5214
- Email: Hesham.Gharaibeh@gju.edu.jo

“Dr. Hesham Gharaibeh, Professor of Finance and Dean of TAG-College joined the faculty in 2008. He holds a Ph.D. in Financial Management from the University of Texas, An MBA from the University of Dallas and a B.Sc. in Commerce from the University of Alexandria. **Dr. Hesham Gharaibeh** was the Minister of Environment of the Government of Jordan in 2003. He served as Vice-President for academic affairs at Yarmouk University. His teaching and research interests include; investment and portfolio management, international finance and financial management.”

Dr. Haroun Riyalat

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Prof. Mahfouz Judeh

- Professor at Applied Science University – Jordan
- Tel: (962-796658877)
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Mr. Bassam Abu-Ghazaleh

- Executive Director (TAG-College) – Jordan
- Member of the Licensing Executive Society
- Tel: (962-6) 5509222

Mr. Mohammed Tahboub

- Chairman of int@j (2010 – 2013)
- President & Chairman (Savvytek) – Jordan
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Mr. Abdelkareem Al-Atrash

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