

Curriculum Vitae

Personal Details

NAME: SAYDA MAMOON SULIMAN

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Objective

To work in an organization where opportunity exists for creativity and innovation, work hard with commitment and devotion to achieve an individual and organisational goal, seeking an aggressive, dynamic & challenging position with a sky-limits growing company with international standards.

Educational Qualifications

◆ **PhD in Business Administration**

The thesis Title: The Impact of TQM on the Competitive Advantage in Al-Marai Company in Saudi Arabia.

Major: TQM.

University: Omdurman University- Sudan

Graduation year: 2018

◆ **Master's Degree in Business Administration** (MBA)

Major: Marketing and Advertisement

University: Omdurman University- Sudan

Graduation year: 2015

◆ **Bachelor of Business Trading** (BBT)

Major: Banking & export management

University: Sudan University of Science & Technology

Graduation year: 2000

◆ **Post Graduate of Management** (PGM)

Ambala -India

Graduation year: 2003

Training Courses

- ◆ **Digital Business Skills**
Course Completion from (**Benchmark Training Center**)
- ◆ **Critical Thinking for Better Judgment and Decision-Making**
Course Completion from (**Linked in Learning & PM Institute**)
- ◆ **What is a Business Plan & Financial Feasibility Study**
Level Completion Certificate from (**EDRAAK**)
- ◆ **Total Quality Management in Education & ISO**
Deanship of Development & Quality (**Sudan University of Science & Technology**)
- ◆ **Quality Manager**
Deanship of Development & Quality (**Sudan University of Science & Technology**)
- ◆ **Administrative Leadership**
Al Ameer Training Center
- ◆ **Strategic Planning**
Al Ameer Training Center
- ◆ **Digital Marketing Fundamentals**
Institute of Digital Education – India
- ◆ **Online course on STRATEGIC PLANNING FOR PROFESSIONAL SERVICE FIRMS IN THE TIME OF COVID-19**
COLLEGE OF LAW – **Future Learn**
- ◆ **Online Course of BASIC ENGLISH 2: PRE-INTERMEDIATE**
KING'S COLLEGE LONDON - **Future Learn**
- ◆ **Training Program in Training of Trainers (TOT)**
Top Quality for Training & HRD – Sudan
- ◆ **TOT Certificate Accredited from Canadian Academy for Training & Development**
CATD Certified Instructor
- ◆ **Instructor Certified Program (ICP)**
- ◆ **Training Course in Neuro-Linguistic Programming (NLP)**
Top Quality for Training & HRD – Sudan
- ◆ **Training Course (Strategic Plans)**
Bayader Oxford Center for Training, Languages and HRD – Sudan
- ◆ **Digital Marketing**
Future University -Sudan
- ◆ **Training Course in Systems & Methods of University Teaching**
University of Khartoum.
- ◆ **Training Course of Total Quality Management (TQM)**
- ◆ **Smartboard**
- ◆ **High Certificate in University Teaching Methodology,**
Melody Pre International Foundation – Sudan
- ◆ **Training Course in Human Resource Development (HRD)**
Smart Vision Center- Sudan
- ◆ **Professional Development Programme**
IIS – Saudi Arabia
- ◆ **Preparation Course for International English Language Testing System (IELTS)**
British Institutes of Education – Sudan
- ◆ **Diploma in Pascal Programming**
Khartoum Institute - Sudan
- ◆ **Diploma in Photoshop**

Khartoum Institute - Sudan

- ◆ **English Language Course from Sudan Languages and Translation Institute (SLTI) Khartoum, Sudan.**
- ◆ **Windows & M.S Office Diploma**
ETS Institute - Sudan
- ◆ **Training Course on Health Statistics**
Al Fanateer Hospital – Saudi Arabia – Jubail Industrial City
- ◆ **Training Course on (Toyc) for Teaching Methods**
Dharan International School – Saudi Arabia – Al-Khobar
- ◆ **Training Course in Saudi Sudanese bank**
Khartoum-Sudan

Training Experiences

- ◆ **Trainer of Business Correspondence, Customer Satisfaction Relationship, Excellence in Customer Service and Art of Time Management.**
IRDC- Future University, Khartoum - Sudan.
- ◆ **Trainer of Quality Assurance, TQM and Strategic planning.**
Arab Open University, Khartoum - Sudan

Languages

- ◆ **Arabic:** Native language.
- ◆ **English:** (Written & Spoken)
- ◆ **Urdu:** (Spoken)

Professional Experience

- ◆ 2020 – Up to date
Assistant Professor, Faculty of Business Administration (Future University – Sudan)
Assistant Dean, (BA) Faculty.
Assistant Director, Innovation Research and Development Center (IRDC) Future University
- ◆ 2019
General Coordinator for Quality Assurance and Academic Accreditation, Arab Open University.
A part-time Assistant Professor, Arab Open University – Sudan (BA)
- ◆ 2019
A part-time Assistant Professor, (Marketing, Accounting, Principal of Management, Napta College of Science & Technology – Sudan
- ◆ 2019
Director of Technical & Executive Affairs, International Consulting Center for Quality & Safety – Sudan
- ◆ 2018 – 2019
A part-time Lecturer (Melody Press International Academic) - Sudan
- ◆ 2015 – 2018
International Indian School, Tabuk – Saudi Arabia
- ◆ 2013 / 2014
Jubail International School (Al-Hussan School) – Saudi Arabia- Jubail
- ◆ 2012 / 2013
Mariya International School – Saudi Arabia- Jubail
- ◆ 2009 / 2011
Tagana International School-Sudan (Computer, Mathematics' & Photoshop designer)
- ◆ July/2004 up to 2007

- ◆ Khonaini General Dispensary, Jubail -KSA (financial Accountant)
- ◆ 2002 up to/ 2004
- ◆ Project Management & Business Development, Golden Gate Co. for trading – Sudan

Subjects taught:

- ❖ Total Quality Management
- ❖ Marketing Management
- ❖ Innovation Management
- ❖ Organisational Behavior
- ❖ Sales Marketing Integration
- ❖ E-Commerce
- ❖ Feasibility Study & Project Evaluation
- ❖ Marketing Research
- ❖ Organization Theory
- ❖ Research Methodology
- ❖ Business Strategy
- ❖ Principles of Management
- ❖ Change Management
- ❖ Probability & Statistics
- ❖ Applied & Statistics
- ❖ Knowledge Management
- ❖ Leadership
- ❖ Insurance & Risk Management
- ❖ Business Entrepreneurship
- ❖ Industrial Relations
- ❖ Small Business Management
- ❖ Business Presentation Skills
- ❖ Business Communication Skills
- ❖ Tax Management
- ❖ Advanced Financial Management
- ❖ Readings In Management
- ❖ Project Management
- ❖ Operation Research
- ❖ AML Compliance for Management
- ❖ Business Administration
- ❖ Financing & Financial Management
- ❖ Financial Statement Analysis & Company Valuation
- ❖ Specialized Facilities Management
- ❖ Time Management
- ❖ Art of Sales
- ❖ Management Information System
- ❖ Accounting Information System & Firm Value
- ❖ Economics
- ❖ Administrative Issues Contemporary
- ❖ International Business
- ❖ Product Development
- ❖ Services Marketing

The committee in which I Participated

- ❖ Member of the Committee to Setup Guide Graduation Research.
- ❖ Member of the Committee to Assess the Graduates Research.
- ❖ Member of the Committee to Work the Graduates Record.
- ❖ Member of Committee Preparing Master Program (MBA) at Future University & AOU
- ❖ Supervisor for several master's theses.

- ❖ Supervised many B.Sc. graduate research projects in different academic institutions.
- ❖ External examiner for MSc thesis in different universities.
- ❖ Participation in the jury as part of an Entrepreneurship Event by **IEEE** Sudan and **GIAD**
- ❖ Member of the Committee of the Toastmasters Organisation in Sudan.
- ❖ Member of the Committee to the Ambassadors' Network Sign of Quality & Excellence Registered with the United Nations Department of Economic & Social Affairs.
- ❖ Workshop Certificate of Participation for Cognitive Intelligence and the Hidden Secret Watani Al-Emarat Foundation

Conference in which Participated

- ❖ International Conference (The Role of Information Technology in Achieving Sustainable Development in Africa) by Zoom from Belgium. 13 – 14 /03/2021
- ❖ International Symposium “Culture of peace and the quality of volunteer and humanitarian work.” By Zoom from Belgium. 04 /06/2020
- ❖ Transformation Quality Conference in Sudan – Sep.2020 as Ambassador of Quality & Excellence. 2B OPCO Hall.
- ❖ TQM International Conference in Sudan- Nov.2019. Friendship Hall.

Refereed Research & Papers have been Published:

- ❖ 2019 – 2023, many scientific papers on different issues, published in authorized journals locally in Sudan and internationally abroad, in both Arabic language (3 papers) and English language (3 papers). And there are papers under process for 2023.
- ❖ The role of ICT Dissemination in Accelerating the Achievement of The Sustainable Development Goals. (Al Shabaka Mubasher Magazine - Brussels) March-2021
- ❖ Good Governance and its Role in Achieving the Goals of Sustainable Development (Arab Journal of Science & Research Publishing) January-2021
- ❖ The Impact of Management Information Systems on Enhancing Decision-Making African International University – Sudan- January-2019.
- ❖ Sudanese Arab Culture (Al Shabaka Mubasher Magazine - Brussels)

Skills

- ◆ Excellent communication & negotiation skills.
- ◆ Ability to write clear reports & Time Management.
- ◆ Ability to work in a team and under all conditions.
- ◆ Good computer knowledge of hardware, software applications & M.S. office.
- ◆ Thinking ability to participate in decision-making & teamwork.

References

- ◆ Professor. Bakri EL-Taib
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- ◆ Dr. Omya Karar
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