

Mohammed Ahmed Shujaa Udeen
Resume

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Personal Details:

Nationality: Yemeni
Date of birth: 1/1/ 1981

Marital status: Married
Place of birth: Sana'a

Education

1. Ph.D in Business Administration. (Field of specialty: **Family Business Governance (formal /informal governance structures) & Organizational Innovation**) University of Science & Technology (2020)
2. Master of Business Administration -Open University Malaysia-OUM (2009)
3. Arts Baccalaureate in English Literature and Linguistics, Faculty of Arts, Sana'a University.(2003)
4. Diploma in Computer Software Applications, Florida CompuServe Center, Sana'a. (2002)

Work Experience:

1- Academic work experience

1. Lecturer of Corporate Law for undergraduate students (2011-ongoing)
2. Lecturer of Business Law & Industrial Relations subjects for post-graduate students at OUM university (2012-2020)
3. Entrepreneurship lecturer and trainer at Mubadara, a collaborated program with (ILO) ,SMEPS and USTY (2013-2016)
4. Academic supervisor for graduates on matters related to their business ventures' legal forms of ownership, founders' agreement, business licenses, taxation, accounting regulations and labor laws (2014-ongoing).
5. Lecturer of business and project management related subjects for both Master and Bachelor students at UST (2012- ongoing).
6. Developed the Program Specification Document (PSD) of Business Administration Program at UST (2015).
7. Communication and advanced public speaking lecturer at the International College, University of Science and Technology (2004- 2009).

Subjects I've taught

1. Business Law
2. Company Law
3. International Business Management
4. Entrepreneurship
5. Project Management
6. Human Resource Management
7. Organizational Behavior
8. Business Ethics
9. Specialized Facility Management
10. Production and Operation Management

2- Administrative experiences :

1. Coordinator of Business Administration Program (BBA) at Faculty of Administrative Sciences, UST (2015-ongoing).
2. Recruit lectures to the program, communicate with alumni and professionals, and collaborate with other departments at the university.
3. Head of BBA's Program Description Committee for the Academic Accreditation. (2015 ongoing)
4. Industrial training coordinator at the Faculty of Administrative Sciences, UST. (2014-2016)
5. Coordinator of Industrial Training Program, UUM University at UST. (2010-2012)
6. Member in the academic committee at Faculty of Higher Studies, UST (2013-ongoing)
7. Head of International College primary semester Intake (2009)
8. Head of EPT and EEPT examiners for the new comers of both post-graduate and undergraduate students (2009-2016).
9. Acting dean of the International College (8-2008 – 10-2008).
10. Head of a strategic planning unit at the International College (2008).

Academic Training Courses:

1. Participated in a workshop on the use of “AMOS” (2017).
2. Participated in a TOT workshop on Entrepreneurship sponsored by ILO and SMEPS (2013)
3. Participated in a workshop on quality assurance held by Malaysian expert Dr.Hasbullah (2010)
4. Participated in a training course on the use of SPSS for research purposes (2009)
5. Participated in a workshop on effective evaluation and assessment (2007)
6. Participated in workshops on strategic planning offered by International College, University of Science and Technology (2007-2008)

Organizational / managerial skills

- Leadership skills derived from my experience as a program coordinator
- Good organizational skills gained as a program coordinator responsible for planning, organizing, evaluating and coordinating the assigned academic program.
- Managing crisis and challenges triggered by unexpected events.
- Managing internal and external communications relevant to business and students' entrepreneurship projects.
- Outstanding contact skills with different stakeholders (companies' managers, supervisors and graduates) gained through my experience as an industrial training coordinator at the college.

Computer Proficiency:

- Highly competent computer literate having a very good knowledge in software applications such as MS. Windows and Office Package and presentation software with excellent background in formatting of letters and reports.
- 50 word/ minute accurate typing, Arabic & English.

Languages

- Foreign Language: (English Language) Proficient user (Speaking & Writing Skills)
- Mother tongue: (Arabic Language)