

# Form NO. 3

## Academic staff Form

### A PDF file of the staff CV

#### PERSONAL INFORMATION



Hndreen Abdullah Shaban



11 Aylol, 42004 Akre, Duhok (Iraq)



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✉ E-mail: hndreen@yahoo.com

Sex Male | Date of birth 14/05/1982 | Nationality Iraqi

#### WORK EXPERIENCE

01/06/2010 – 31/10/2012

##### Administrative

University of Duhok - Faculty of science and education – Akre, Akre (Iraq)

- Answering and directing phone calls.
- Receiving and directing visitors.
- Word processing
- Organizing meetings and appointments.
- Contributing to team effort by accomplishing related results as needed.
- Producing and distributing forms, correspondence and memos.

1/11/2012–31/3/2013

##### Warehouse Assistant

University of Duhok - Faculty of science and education – Akre, Akre, Duhok (Iraq)

- Recording the received items and ensuring the quantity and quality of input items according to the list.
- Distribution of items upon request after approval of the Dean.
- Annual inventory.
- Storage items in suitable places.

20/10/2013–31/08/2014

##### Academic Department Manager

Duhok Polytechnic University - Akre Technical Institute, Akre, Duhok (Iraq)

- Submitting course schedules.
- managing specialized facilities (labs, technical equipment's).
- Responding to student requests, complaints and advising them.
- Promoting the academic quality of the department and discipline.
- Representing the department at meetings of department managers.
- Providing information and evaluations to the dean.
- Supervising and evaluating department staff also presiding meetings of the department.

01/04/2013–31/08/2016

##### Lecturer

Duhok Polytechnic University - Akre Technical Institute, Akre, and Bardarash Technical Institute - Duhok (Iraq)

During this period, I have mainly taught and is still teaching Principles of Management and Human Resources Management to both freshmen and seniors at Akre Technical Institute. The classes that I teach are large classes and include approximately 45 students per class. I apply modern methods of teaching and class management. I try to engage all the students and have them participate.

01/09/2014–present

### Administrative Manager

Duhok Polytechnic University - Akre Technical, Akre, Duhok (Iraq)

- Support DPU routine programme operations as delegated by the MHE, DPU, and Akre Technical Institution.
- Maintain safe and secure work environment.
- Recruiting, selecting and training employees.
- Establishing procedures, work schedules and evaluating employee's performance.
- Archiving administration files.
- Providing supplies by identifying needs, maintaining equipment and approving bills.
- Achieving staff result by planning, monitoring, counselling and disciplining employees.
- Manage and monitor contract periods.
- Manage and monitor short and Long-term leave.
- Responsible to manage and update personal files of all employees
- Supervising drivers and cleaners.
- Coordinate and facilitate dispatch of employees.

01/06/2015–31/12/2015

### Director of Hostel

Duhok Polytechnic University - Akre Technical Institute, Akre, Duhok (Iraq)

- Finding suitable buildings for students
- Contract-signing processes with landlords/landladies
- Providing needs of students including water, electricity, security, . . . etc.
- Handling complaints from students and solving and redirecting them to the concerned parties
- encouraging the students to abide by the laws and obligations of the hostel.

20/09/2016–31/12/2017

### Business Coach

Relief International, Duhok (Iraq)

- Contacting beneficiaries for the skills training and job placement activities, I conducted selection and baseline surveys with them in person and sometimes by phone.
- Assisting the Vocational Skills Development Officer and Employment Officer in setting up venues, procuring training materials, and making arrangements with beneficiaries for training sessions.
- Monitoring training sessions and ensuring all necessary documentation is collected.
- Coaching Business.
- Small Grant Distribution.
- In coordination with Relief International I'm working as a volunteer to Reach initiative in CWG – JPML - collecting price of some items.

## EDUCATION AND TRAINING

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01/09/2009–01/09/2011

### MBA in Business Management

Lebanese French University – Erbil, Erbil (Iraq)

- Business Economics
- Human Resource Management
- Monetary
- Business Strategy
- Management Control and International Team
- International Strategy and Marketing
- Internship Linked to Project
- Management Information Systems
- European Economy
- Project Management International

- Business Math
- Information Management and Business Competitivity
- Net Economy and Sustainable Development
- E-business
- Innovation Economy
- E-trading
- E-marketing
- E-business
- Project Design and management
- Business Law and Entrepreneurship

## PERSONAL SKILLS

Mother tongue(s) Kurdish

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
Arabic	C2	C2	C2	C2	C2
English	C2	C1	C2	C1	C2

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user  
[Common European Framework of Reference for Languages](#)

## Picture of the member



## Scientific title

## Last awarded degree and specialization

**Master degree in Business Management**

**Full name : Hndreen Abdullah Shaban**

**Email (important) : hndreen@yahoo.com**

**Mobile (optional): 0750 452 71 94**

**Degrees awarded and their field:**

## Master degree in Business Management

### Teaching activities:

Teaching at Ake Technical Institute, Akre Technical College and Bardarash Technical Institute the following courses:-

Management

Benchmarking

Human Resource

Marketing

### Published Researches:

### Research Interest:

### Course book:

## Course Book

1. Course name	Managerial Reading
2. Lecturer in charge	Hndreen Abdullah Shaban
3. Dept / college	Total Quality Management/ Akre Technical Institute
4. Contact	Tel : 07504527194      E mail : hndreen@yahoo.com
5. Time	Theory : 2 Practical : 2
6. Officer hours	Availability of the lecturer to the student during the week
7. Course code	

<b>8. Academic profile</b>	I've Master in Business Administration			
<b>9. Keywords</b>	Management, planning, organization, directing, control.			
<b>10. Course overview</b>				
<p>The target: the object aimed to provide the student with information about concepts and activities of the management and organization by English language.</p> <p>Where explain to student that practice the managerial activities represent to the planning, organizing, leading and controlling. . etc. by efficiency and effectiveness lead to achievement successful.</p> <p>Furthermore, participating the student with important activities of the organization represented to production management, marketing, financial, and human resources and how to contribute each function from those functions in successful the organization.</p>				
<b>11. Course Objectives:</b>				
<ol style="list-style-type: none"> <li>1- Increase knowledge, skill of the student to deal with the managerial and organization functions properly.</li> <li>2- Development the capability of student to make managerial business in efficient and effective.</li> <li>3- Training the student to make with managerial business according to rules and bases correct scientific.</li> <li>4- Set up the student and provide his or her with scientific knowledge in the area of management in order to be readily to make this occupation successfully and be actively in the social.</li> </ol>				
<b>12. Student's obligation:</b>				
10 % of the mark will be on quiz, activity overall the year and preparing report or seminar .				
<b>13. Forms of teaching</b>				
The lecture I'll show it on data show , if it needs more information or some times diagram I'll write it on whiteboard . about practical lecture we will make a group (each5 – 6 students) to solve case study.				
<b>14. Assessment scheme</b>				
	Activities during semester	Midterm –mid semester exams	Final semester exams	Total
Theory	10	30	60	100
<b>15. Student learning outcome:</b>				
<ul style="list-style-type: none"> <li>- By this course Students will learn the principles of management</li> <li>- Students will learn administration terms in English</li> <li>- Increasing knowledge of students to know how organization manage their own business.</li> </ul>				
<b>16. Text References:</b>				
<ol style="list-style-type: none"> <li>1. Anderson. C. R., (1973), organization and methods, England, McDonald and Evan</li> <li>2. Hall, R.H., (1991), organizations, structures, processes and outcomes,5th., New jersey.</li> <li>3. Hill, Terry, (1990), operations management, 3<sup>rd</sup>., prentice –Hall of india.</li> <li>4. Schermerhorn, (1991), Management for Productivity, 4<sup>th</sup> ., John Wiley and Sons.</li> </ol>				

**17. The Topics:**

<b>subject</b>	<b>week</b>
The natural and concept of management, approaches to analysing management, management foundations, management roles, management skills, the job of management	1 - 2
Management movement, scientific management movement (Fredric taylor 1895. Administrative theory) (henry fayol, 1918), human relations school (Elton mayo and other, 1924). Modern management theories, management process period(1940) the system approach, the contingency approach	3-5
Planning and decision making, planning in practice, decision making process, decision making steps.	6-7
Organization, organization structure types of department, types of structure, level of management, organization and environment.	8-9
Staffing, recruitment, Promotion from within policy, extend source employee development.	10-11
Directing, the human factor in organization, mcgregous theory X and Y	12-13
Motivation, motivation theories, motivation maintenance mode (herzbergh), leadership, leadership style, communication, the purpose of communication.	14-15
Controlling , control processing.	16-17
The equipment of control , monitoring performance , correcting for Deviations control methods and systems in Management by objectives (MBO) , Management information systems.	18
Innovation , creativity, The equipment's of Effective creativity.	19- 20
Marketing management, The nature of Marketing , Marketing functions, The Importance Marketing , The Marketing Mix.	21-22
Production Management, Production control , Roles of Production Management.	23-24
Financial Management, short – term financing Long – term financing.	25-26
Human Resource Management ,Human Resource function, The Acquisition function .	27-28
The Development function , The motivation function, The maintenance function.	29-30

## 18. Examinations:

### A. explain centralization

Decision – making authority is at the upper level of employees.

- There is a clear control
- There is no conflicting decisions
- Administration becomes easier

### B. define the following:

**Management**

**Planning**

**Staffing**

**Controlling**

Management : getting work done with or through others

Planning : is the process of setting objectives and determining what should be done to achieve those objectives.

Staffing ; Selecting and training individuals for specific job functions, and charging them with the associated responsibilities.

Controlling : monitoring progress toward goal achievement and taking corrective action when needed

### C. Choose the correct answer:

- 1- ----- getting work done with or through others  
(A-management B- organization C- selection D-supervision)
- 2- -----, directing and motivating workers to work hard to achieve organizational goals.  
(a-staffing B-planning C-controlling D-leading)
- 3- technical skills is the ability to apply specialized techniques and-----.  
D- knowledge) C-skills B- work (A-activity
- 4- Fayol considered the total organization as a body of activities, like -----  
(A- physical B- technical C-practical D-environmental)
- 5- -----is monitoring progress toward goal achievement and taking corrective action when needed  
(A- leading B-staffing C- controlling D-planing )

## 19. Extra notes:

## 20. Peer review:

## Supervision: