



جامعة العلوم والتقنية في الفجيرة
UNIVERSITY OF SCIENCE & TECHNOLOGY OF FUJAIRAH

CURRICULUM VITAE

PERSONAL INFORMATION

Name: **Murhaf Amer Khazndar**
Nationality: **Syria**
Job Title: **Training and Continuing Education Coordinator**
Marital Status: **Married**
College / Department: **Training and Continuing Education**
Date of Birth: **01/01/1991**
Mobile Number: **0561118732**
E-mail: **m.khazndar@ustf.ac.ae**

EDUCATION

- Bachelor: business administration**
University: **Ajman University**
Country: **UAE**
Date of Obtaining degree: **2016-2017**
Major: **Bachelor of Science in management**
- Master: business administration finance**
University: **Canadian university**
Country: **UAE**
Date of Obtaining degree: **24/07/2018**
Major: **Finance**
Minor: **business administration**

WORK EXPERIENCE

From (year)	To (year)	Position	Employer	Country
2017	Aug 2022	students affairs coordinator	USTF	UAE
Aug 2022	present	Training and Continuing Education Coordinator	USTF	UAE

PROFESSIONAL TRAINING

- 1- Prezi presentations program.
- 2- The marketing skills program for commercial projects.
- 3- people's communication skills.
- 4- Dubai Real Estate Institute in real estate management under the supervision of Mr. Muhammad Al-Wadia.
- 5- The theatre elements course from Kalba Theatre.
- 6- Establishing and managing commercial projects.
- 7- A creative thinking strategy workshop.
- 8- Investment strategies from Fujairah Chamber of Commerce and Industry.
- 9- multiple certificates from Edrak E-Education website in the six success methods and a certificate of innovation in government work.
- 10- Smart Education training course from family development centres.
- 11- ICDL computer driving skill
- 12- Steps on the Investment Road workshop from the Chamber of Commerce and Industry in Fujairah.
- 13- The innovation course in government work from the Mohammed bin Rashid Centre for Government Innovation.
- 14- Emotional intelligence course from the Mohammed bin Rashid Centre for Government Innovation.
- 15- The six axes of success course from the Mohammed Bin Rashid Centre for Government Innovation.
- 16- Planning personal financial matters innovation course from the Mohammed bin Rashid Centre for Government Innovation.
- 17- Financial Awareness from Family development centres entitled.
- 18- National Identity and Social Responsibility family development centres.
- 19- A course in dealing with visual disabilities from the Ministry of Culture and Knowledge Development.
- 20- A course in dealing with autistic children from the Ministry of Culture and Knowledge Development.

SKILLS

1. Speaking speeches and saying the opening words talent for rhetoric.
2. Knowing and using computer programs, especially administrative programs, and I have held a computer use license
3. Writing and speaking in English well & Arabic.
4. Ability to innovate and find effective solutions.
5. Knowing the regions and streets of the country.
6. Speak in the Emirati dialect fluently.



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7. Long experience and full knowledge of all volunteer committees, initiatives, and ambassadors of giving in the Emirates.
8. I can lead educational sessions for groups consisting of 6-7 students and organize group exercises to enhance basic concepts.
9. An effective organizer of the football championship at Ajman University.

About me with the main responsibilities I assumed:

- 1- Providing high-quality service to internal and external customers and meeting their needs.
- 2- Focusing on improving productivity and giving alternative solutions.
- 3- Leading continuous improvement in sales and marketing results.
- 4- Establishing a plan for a project and implementing it through time schedules and adherence to them.
- 5- Developing products, sales, and marketing.
- 6- Export Management, New Business Development, and Quality Management.
- 7- Development of professional human resources.
- 8- Building and managing a team and leading it.
- 9- Managing the project life cycle.
- 10- Analytical ability, critical thinking, and time management.

PROFESSIONAL AND ACADEMIC ACTIVITIES

Certificates of volunteer events and organizational activities participated in:

1. The Happiness country Exhibition at the University of Sharjah.
2. Organizing the Football League for Foundation in Fujairah.
3. The second Arab Gulf Forum for teachers.
4. Initiative to break the work routine at the Dubai Transport Authority.
5. Festival Ajman for Orphans.

6. Chess Championship at Ajman University.
7. Organizing the power race at the Oceanic Hotel.
8. Fazza International Seven Championship for Power Lifts for Disabilities, the 2016 World Cup.
9. The sports day of the taxi driver in Fujairah.
10. Sharjah suburbs festival.
11. The Sharjah Reading Festival for Children.
12. Volunteering and its importance in building society.
13. Ramadan Al -Shawab convoy.
14. Organizing the graduation ceremony.
15. The global challenge of electric cars in Abu Dhabi.
16. A look at our judicial system from the Fujairah Court.
17. How do we make a reader community.
18. Oi -Oi's play on my heart at Kalba Theatre.
19. The Asian Taekwondo Championship.
20. New Year celebrations 2016 in the centre of Dubai from Emaar.
21. World Heritage Day.
22. Dubai Cycling Tournament.
23. Fujairah Fishermen Association.
24. The Asian Billiards and Snooker Championship.
25. Activities of the 44th National Day at Ajman University.
26. Al Marathon Sports in cooperation with Cultural melaha Club.
27. Sharjah Forum for Folk Poetry.
28. We love you Mohammed bin Rashid in all the languages of the earth.
29. Expo with disabilities in Expo Dubai.
30. Tawaf Abu Dhabi for a bicycle race
31. Fujairah Boxing Championship
33. Elderly Caravan Ramadan 2016.
34. The Innovation Forum in the Fujairah Chamber of Commerce and Industry.
35. Initiative combined with good in Fujairah Mall



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36. The success of the 46th National Day celebration.
37. Member of science, we think 2017.
38. Arabic Calligraphy exhibition in cooperation with the Ministry of Culture and Knowledge Development.
39. The brainstorming workshop for the year of Zayed Al -Khair
40. Fujairah Media Forum.
41. The Technical Education and Innovation Week experience discovery 2020 from the Abu Dhabi Center for Technical and Vocational Education and Training.
42. The first Fujairah Forum is the role of associations in knowledge from the Human Resources Department.
43. Lessons from the leader in happiness and positivity from Ajman University.
44. The printing workshop on textiles

AWARDS

- 1- Won third place with the best innovative project from AKON in Abu Dhabi.
- 2- Holds the Best Development Idea Award for the Smart Fujairah application.

LANGUAGES

- | | | | |
|----------------|--|--|--|
| Arabic | <input type="checkbox"/> Beginner | <input type="checkbox"/> Intermediate | <input checked="" type="checkbox"/> Advanced |
| English | <input type="checkbox"/> Beginner | <input checked="" type="checkbox"/> Intermediate | <input type="checkbox"/> Advanced |
| Other, specify | <input checked="" type="checkbox"/> Beginner | <input type="checkbox"/> Intermediate | <input type="checkbox"/> Advanced |