

**Personal Data:**

Nationality: Saudi

Place of Birth : Jeddah, Saudi Arabia

Date of Birth: December 15-1987

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**Dina Abdullah Dahlan Schools'  
Superintendent Ph-D  
in(Leadership and Management)**

## **Brief Profile**

An enthusiastic, adaptive and fast-learning person with a broad and acute interest in the discovery of all new innovative in education, I particularly enjoy collaborating with scientists from different disciplines to develop new skills and solve new challenges.

I have combined academic credentials with a profound practical experience of over 15 years in educational management. I started my teaching career as teacher's assistant at international schools before I graduate and then I continued my career after I graduated from Effat University in 2010 with a bachelor of Science Degree from Early Childhood department college of Humanities and Social Sciences .

While teaching at school, I was an active participant in several academic development and quality improvements initiatives. I was promoted to work as school principal at the same school. I was a member of the self-study team to prepare the school for accreditation by Advanc-ED ( Cognia) and AIAA. I also served as the chairperson of the steering committee in charge of preparing the self-study for ISO 9001.

As a believer in self-development and continuous improvement, I voluntarily went back to study. I obtained my Master Degree in Business' Administration and continued to reach the Doctorate of Doctor of Philosophy (Management).

I have learnt a lot on my present job. With the rest of my team, I have analyzed markets and examined customers' needs and distribution networks. I have helped formulate admission strategies, plans for expansion and modification; and company business plans. As part of a team, I have carried out; preliminary feasibility studies for establishing the new school as a new branch; compared technology options; marketing plans, set fees structures, employment system and recruiting staff. I have designed in detail the new School structure and systems and.

These assignments have involved interaction with people at all levels of the value chain, and at organizational levels. They have given me the opportunity to interview a number of policy makers, industry analysts and economists in an effort to understand the functioning of, and important issues connected with, each of these industries.

## Professional Qualification

- Excellent Leading skills.
- Strong coordination experience.
- Good consulting
- Excellent business development skills.
- Strong relationship management skills.
- Personal development, including the ability to train , mentor and motivate personnel, serves as a positive role model , gain respect and confidence , influence and motivate others and generate enthusiasm.
- Self-development, including ability to grow personally and professionally from self-motivated efforts and positive responsiveness to constructive criticism.
- Effective written and oral communication skills.
- Ability to listen, initiate and drive creativity.
- Ability to work with special needs students and different learning styles.

## Education

- **Ph.D.** Doctor in Leadership and Management from UTM University from UTM University of Malaysia 2022.
- Master Degree in Business Administration from university of Business and Technology Jeddah Saudi Arabia 11/12/2017 With GPA 4.94 / 5with First Honor.
- Bachelor Degree of Science Degree from College of Humanities and Social Sciences , Early Childhood Education Department, from Effat University, Jeddah Saudi Arabia – 2009/2010 as second honor. With GPA 3.41 /4
- Certified quality assurance evaluator from Learn4Life (under the supervision of the Saudi general organization for technical and vocational Training & MOE)

**Work Experience:** I have a total of 15 years of experience in Educational management.

- **May 2020- Present School Superintendent and General Manager at Coral International Schools Company.**

**As part of my Job task I have worked on establishing a daycare, I was in charge of managing the project**

- **May 2018 - 2020 – Establishing Coral School New branch at Al Murjan Dist.**

I managed the new project. I was in charge of:

- 1- Preparing the feasibility study.
- 2- Oversee day-to-day construction operations.
- 3- Provide leadership at all levels of the project.
- 4- Communicate and embody the school vision and values
- 5- Build up the school by recruiting, interviewing, hiring, and mentoring new talent
- 6- Define and implement policies and performance standards
- 7- Manage profit and loss statements and account for costs and revenues
- 8- Allocate budget resources for supplies, equipment, marketing, and personnel

▪ **Sept 2016- May 2018 School Principal at Coral International School / Girls Section.**

With a deep involvement in the education field, I have over the years attend training sessions that been conducted by certified trainers at training companies. The topics covered in these workshops include:

- ورشة عمل التمكين في التوطين – تحت اشراف موجهي التربية والتي تهدف لتجهيز الخريجات السعوديات للعمل في المدارس العالمية و الاجنبية في المملكة العربية السعودية
- Creative Teaching Techniques
- Curriculum Mapping
- Unleashing School Potential
- Student-Centered Teaching
- Customer Services
- Leadership in Education
- Building High Performance Team
- Time Management
- Efficient coordination
- Higher Order Thinking
- Managing people's behavior
- Communication Skills

▪ **September 2014 to May 2016 School Vice principal / Coral International School.**

▪ **Sept 2011 – May 2014 Kg- Lower Elementary Teacher / Coral International School**

✚ **As Superintendent my (Major tasks):**

1. Keep the Board informed of the condition of the School's educational system; assure effective communication between the Board and the staff of the school

system. Relay all communications by the Board regarding personnel to employees and receive from all school personnel any communications directed to the Board.

2. Prepare the agenda for Board meetings, in consultation with the President of the Board. Prepare and submit recommendations to the Board relative to all matters requiring board action, placing before the Board such necessary and helpful facts, information, and reports as are needed to insure the making of informed decisions.
3. Submit to the Board a clear and detailed explanation of any proposed procedure, which would involve either departure from established policy, or the expenditure of substantial sums.
4. Develop and recommend to the Board objectives of the educational system; see to the development of internal objectives, which support those of the Board.
5. Develop and recommend to the Board long-range plans consistent with population trends, cultural needs, and the development of long-range plans, which are consistent with Board objectives.
6. Plan the development of specific administrative procedures and programs to implement the intent established by Board policies, directives and formal actions.
7. Perceive the execution of all decisions of the Board.
8. Maintain adequate records for the schools, including a system of financial accounts, business and property records, personnel records, school population and scholastic records. Act as custodian of such records and all contracts, securities, documents, title papers, books of records, and other papers belonging to the Board.
9. Provide for the optimum use of the staff of the schools. Assure that the all schools are staffed with competent people who are delegated authority commensurate with their responsibilities. Define the duties of all personnel.
10. Follow –up the employees training plans and follow up that all training are conducted according to the plan. Summon employees of the schools to attend such regular and occasional meetings as are necessary to carry out the educational programs of the schools.
11. Recommend the appointment, discipline or termination of employment of teaching, non-teaching personnel and administrators.
12. Follow -up development throughout the schools of high standards of performance in educational achievement, use and development of personnel.

13. Make sure those effective relations with employee organizations are maintained assume ultimate responsibility for collective negotiations with employees of the schools.
14. Prepare the annual proposed budget and submit it to the Board by March 1 or at such earlier date as is necessary to provide an adequate opportunity for the Board's discussion and deliberation.
15. Assure that all funds, physical assets, and other property of the schools' are appropriately safeguarded and administered.
16. File, or cause to be filed, all reports, requests and appropriations as required by various governing bodies and/or Board policies.
17. Establish and maintain liaison with community groups, which are interested or involved in the educational programs.
18. Establish and maintain liaison with other school, colleges and universities, and the ministry of education.
19. Act on own discretion in cases where action is necessary on any matter not covered by Board policy or directive. Report such action to the Board as soon as practicable and recommend policy in order to provide guidance in the future.
20. Observe and evaluate all virtual classes during the period of Corona pandemic.

 **As School Principal my (*Major Tasks*):**

- Designing syllabus and annual plan
- Managing school system
- Setting school policies
- Advising students
- Advising teachers
- Assessing teachers
- being responsible for academic and discipline for grade (K--12)

***Extra Tasks:***

- Recruiter: I was the head of the school recruitment committee, as the committee was responsible for Interviewing & selecting teachers of all subjects.
- A member of the steering committee: the self-study for Accreditation.
- A chairman of the steering committee: the self-study for the ISO.

### **Other Training Courses and Workshops:**

- ❖ Graduation Co-op training at Coral International part of my graduation project
- ❖ English Course at the American University of Cairo / AUC.
- ❖ Attend Etiquette Classes a complete course from Institute Villa Pierrefeu
- ❖ Attend Kindergarten association conference in USA.

### **Computer Skills:**

Extensive knowledge of standard office software, Word, PowerPoints, Excel.

### **Personal Skills and Qualities**

- Languages: Arabic (mother tongue)and English (fluent)
- Ability to apply academic knowledge to real life situation.
- Excellent interpersonal skills and effective team player.
- Willing to learn and hard worker
- Ability to work under pressure
- Time management and meeting deadlines
- Communication and persuading skills
- Flexibility in performing various tasks

References Available Upon Request