

# Nour Bejok

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## CAREER OBJECTIVES

To obtain position in a reputable organization where I can apply my education, seven years of administrative and teaching experience and provide clients with a high quality instruction experience. Ambitious and flexible to follow any additional administrative training courses that may enhance my abilities as a one of your staff.

## EDUCATION

***Master of Science in Business Information Technology*** - Northumbria University – Newcastle, UK.      **2008**

***Bachelor of Economics, Business Administration*** - University of Aleppo, Syrian Arab Republic.      **2005**

## WORK EXPERIENCE

***Supervisor of Quality Assurance Office - Cordoba University - Aleppo, Syria***      **2011 – Present**

- Responsible for the development of process and implementation of the quality assurance system.
- Provide support for internal processes designed to meet the requirements of audit and academic review by accreditation rules of the ministry of high education in Syria.
- Contribute to areas of the QA team's development of quality assurance systems including forms, templates and good practice guides.
- Setting up documentation procedures and using relevant quality tools to make sure that managers and other staff understand how to improve the quality.
- Provide advice and guidance to administrative and academic staff concerning quality assurance systems and procedures relating to both course and research programs.

***Lecturer - College of Business Administration, Cordoba University - Aleppo, Syria***      **2008 – Present**

- Teaching and contributing economic and business modules for twenty hours perweek.
- Help students of Business Administration college define and develop realistic educational career plans through schedule planning for each semester.
- Consult regularly with faculty colleagues in order to have up-to-date information.
- Contact and be available for student advisees on a regular basis.

## Technical & Social SKILLS

- Completed a 35 training hours on Project Management Professional (PMP) from University of Aleppo, College of Business Administration.
- Completed the training seminar on Leadership in Project Management from Project Management Institute, Aleppo\Syria.
- Previous experience of using and teaching SPSS (Statistical Package for the Social Sciences).
- Ability to make an appropriate adaption between business and information technology strategies and resources in order to achieve suitable and harmonic integration according to the Master Dissertation which is titled (Mapping the alignment between business and information technology as the DNA for the future organizations).
- Practical knowledge of computer maintenance and technical support which provides technological methods and solutions to hardware and software problems with a great knowledge of internet skills.
- Excel, Access, Word, PowerPoint and Multimedia Editing professional using.
- Ability to work as a team member and work efficiently under any pressure and according to variable atmospheres.
- Effective and proficient interpersonal and communicative skills.
- Good analytical and evaluation abilities & formal reporting skills

## LANGUAGES

- **English:** Fluent (TOEFL Certificate with 597 Score)
- **Arabic:** Mother Tongue

## Personal Details

- **Marital Status:** Married
- **Date & Place of Birth:** 10-Sep-1981, Kingdom of Saudi Arabia

## REFERENCES

- **Dr. Eng. Yasser Dachwaly**  
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