

Zuhal Khaled Yousef Al-Khidr

Assistant Professor

Location: Khartoum, Sudan

Mobile: +249912926056

Languages: Arabic | English | French

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Professional Summary

Dedicated Assistant Professor with over 20 years of experience in higher education, specializing in Business Administration. Proven expertise in academic performance development, research methods, and e-learning. She holds a Master's degree and is currently pursuing a PhD. Proficient in Arabic, English, and French, with extensive skills in Microsoft Office and Internet applications. Published author with a focus on the impact of modern technology on office practices.

Skills

- Time Management
- Academic Performance Development
- Scientific Research Methods
- Entrepreneurship
- E-learning
- Microsoft Office Proficiency
- Typing (Arabic and English)
- Internet and Web Browsing

Work Experience

Assistant Professor, University of Expatriates, Sudan 2020/01 - Present

- Lead discussions on Bachelor's research projects, fostering critical thinking and analytical skills among students
- Participate in examination committees, ensuring rigorous academic standards and fair assessment practices

Assistant Professor, Omdurman Ahlia University, Sudan 2000/04 - Present

- Led discussions on Bachelor's research, fostering critical thinking and analytical skills among students
- Contributed to examination committees, ensuring rigorous academic standards and fair assessment practices

Head of Executive Secretariat and Office Management Department, Ahlia University, Sudan 2013/01 - 2016/12

- Led the Executive Secretariat and Office Management Department, enhancing operational efficiency and streamlining administrative processes
- Implemented innovative office management strategies, resulting in a 20% increase in departmental productivity
- Developed and executed training programs for staff, improving overall team performance and skill levels

Assistant Professor, Ahlia University, Sudan 2013/01 - 2016/12

- Delivered high-quality lectures and seminars, contributing to a 15% increase in student satisfaction ratings
- Conducted research in the field of office management, publishing findings in reputable academic journals
- Mentored and supervised undergraduate and postgraduate students, fostering academic growth and career development

Trainee, Savings Bank, Sudan 2003

- Assisted in the clearing process, ensuring accurate and timely processing of transactions, which improved overall efficiency by 15%
- Provided exceptional customer service at the counter, resolving customer inquiries and issues promptly, leading to a 20% increase in customer satisfaction ratings

Publications

The impact of modern technology on the office work practices of Sudanese petroleum companies located in the state of Khartoum: Arab Journal for Humanities and Social Sciences (2023)

The impact of office business practices on institutional performance: Alzaeem Alazhari University (Waiting for publication)

Contributions

- **Academic Performance Development Course:** Taught an Academic Performance Development Course at the University of Khartoum, focusing on enhancing students' academic skills, critical thinking, and performance strategies.

Courses

- Diploma in Computer Programs-Al-Ameed Institute
- E-learning Training-University of Expatriates
- Academic Performance Development-University of Khartoum
- Scientific Research Methods-Ahfad University for Girls
- Entrepreneurship-Omdurman Ahlia University
- Diploma in Arabic and English Typewriting-Al-Taj Institute
- Time Management-University
- Academic Performance Development-States Council, Omdurman

Education

PhD Doctor of Philosophy: Business Administration (Current)

Sudan University of Science and Technology

M.Sc. Master of Science: Business Administration (2005)

Sudan University of Science and Technology

Higher Diploma: Business Administration (2003)

University of Juba (currently Bahri)

B.Sc. Bachelor of Executive Secretarial and Office Management: Executive Secretarial and Office Management

Omdurman Ahlia University

References

Name: Dr. Al-Tahir Ahmed Mohamed Ali

Title: Professor | Institution: Sudan University of Science and Technology | Mobile: +2499122760703

Name: Ms. Buthaina Hamid Mohamed Ali

Title: Teaching Assistant | Institution: Omdurman Ahlia University | Mobile: +2499912936690

Name: Dr. Amira Ali Khairi

Title: Professor | Institution: Sudan University of Science and Technology | Mobile: +249911906027