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Name: **karima Shalaby Mohamed**
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Career objective:

Seeking an opportunity in an organization where I can add value by using my experience & develop my professional skills.

Personal Information

- ❖ Marital status: Married
- ❖ Nationality: Egyptian.

Education

- ❖ PhD in Public Administration from Sadat Academy for Administrative Sciences
- ❖ Masters degree in Public Administration from Sadat Academy for Administrative Sciences
- ❖ Postgraduate Diploma in Environmental Management from Sadat Academy for Administrative Sciences (2 years)
- ❖ Postgraduate Diploma in Administrative Sciences from Sadat Academy for Administrative Sciences (2 years)
- ❖ Bachelor of Commerce, Helwan University.

Publishing

- The impact of administrative empowerment on decisions rationalizing in governmental organizations / an applied study on the Ministry of Endowments and Religious Affairs in the Sultanate of Oman . Research was published in the Academic Journal of Research and Scientific Publishing 2024.
- The role of research ethics in promoting sustainability through artificial intelligence technology: a case study of one of the educational institutions in MCBS / Muscat / Sultanate of Oman / in progress.
- I completed the supervision of 15 research theses for master's students, For example :
- The impact of the effectiveness of financial facilities provided by local commercial banks study case for small and medium enterprises in the Sultanate of Oman
- The Influence of Participative Leadership Style on Achieving Institutional Excellence A case study on the Ministry of Labor in the Sultanate of Oman.

- The Impact of Management by Wandering on Organizational Performance Quality: A Case Study of the Ministry of Interior in the Sultanate of Oman.
- The impact of the application of modern technology systems on the quality of electronic services provided to investors by applying the efficiency of the workers in the call center of the Muscat Clearing and Depository Company.
- The influence of transformational leadership on employee empowerment
- In universities -a cases study on Sultan Qaboos University - Sultanate of Oman
- Now I currently supervise 10 students in postgraduate studies at the colleg MCBS.
- I reviewed more than 50 questionnaires for graduate students.
- I was a member of the research thesis arbitration committees for more than 30 postgraduate students.

Current Position & Work Experiences

- ❖ Assistant Professor In Arabic Program in MCBS
- ❖ Central Management consultant at Sadat Academy for Administrative Sciences
- ❖ Head of the Central Administration of the Office of the President of Sadat Academy for Administrative Sciences
- ❖ General Manager of Public Relations and Marketing at Sadat Academy for Administrative Sciences.
- ❖ Lecturer at Sadat Academy for Administrative Sciences
- ❖ Lecturer at Sadat University for Postgraduate studies of Occupational safety and health and total quality management
- ❖ Trainer at the Leadership Development Center in the government sector
- ❖ Trainer at the Central Agency for Public Mobilization and Statistics
- ❖ Trainer at the Value Added training center
- ❖ Trainer at the Center of Commercial Studies at Cairo University
- ❖ Trainer at Ministry of Military Production training center
- ❖ Trainer at Ministry of Manpower training center
- ❖ Trainer at the Central Auditing Organization training center
- ❖ Trainer at Cairo Center for Human Development
- ❖ Trainer at the Egyptian Leadership Foundation for Development
- ❖ Trainer at Dar Al Maaref training center
- ❖ Trainer at Sadat Academy for Administrative Sciences training center
- ❖ Trainer at Cairo Teachers Academy
- ❖ Trainer for the Leadership Development Program in the governorates of Egypt
- ❖ Trainer in the training centers of the Sheikhdom of Al-Azhar
- ❖ Trainer at the Ministry of Youth and Sports, the Central Administration of Parliament and Civic Education

Other Skills

- ❖ Dynamic and able to work under stress.
- ❖ High communication skills resulted from my work experience.
- ❖ Capable to learn and self-motivated.
- ❖ A Hard worker, self-motivated.
- ❖ Perfect manager of time, self-learner.

Training Programs that I prepared and taught the scientific material for:

- ❖ Entrepreneurship Program for Young Leaders in cooperation with the Ministry of Youth and Sports and Sadat Academy for Administrative Sciences
- ❖ Youth self-discovery and development with the Ministry of Youth and Sports
- ❖ Work Values and professional Ethics Program
- ❖ Work in the light of the plan Program
- ❖ Skills development Program for private cadets
- ❖ Strategic Planning Program
- ❖ Human behavior Program and its motives
- ❖ Program of classification, analysis and treatment of problems
- ❖ Diagnostic and problem-solving skills program in dealing with the public
- ❖ Public Relations program Evaluation
- ❖ The role of Public Relations in crisis management program
- ❖ Communication skills and the art of dealing with others
- ❖ Administration decentralization program and its role in reducing corruption
- ❖ Time management program
- ❖ Negotiation Skills and Strategies program
- ❖ Leadership Skills program
- ❖ Total quality management program
- ❖ Risk management program
- ❖ Interview skills program
- ❖ Excellence management program
- ❖ Executive management program
- ❖ Report writing program
- ❖ Sales and Marketing program
- ❖ Office and secretarial management program
- ❖ Program for building and designing organizational structure
- ❖ The organizational structure program and its relationship to strategic planning
- ❖ Operations and production management program
- ❖ Team-work management program
- ❖ Human development program

- ❖ Management Roles program
- ❖ The governance program and its role in economic reform
- ❖ ISO and International standards program
- ❖ Program for the new role of the director in the light of contemporary changes
- ❖ Project management program
- ❖ Crisis and Risk management program
- ❖ Methods of Creative Thinking and Institutional Excellence program
- ❖ First aid as an approach to occupational safety and health
- ❖ occupational safety and health management at work
- ❖ TOT train the trainers program

A- Workshops :

- ❖ Environmental Management Workshop at the University of Potsdam , Germany
- ❖ Awareness and its effects on consumer protection and various marketing methods Workshop from the Arab Organization for Administrative Development UAE.

B- Personal Skills Development Training Courses :

- ❖ Qualifying the Assessor of Egypt Award for governmental Excellence (2022)
- ❖ Decision makers course from Nasser Military Academy (2021)
- ❖ Crisis and disaster Management course from Nasser Military Academy(2021)
- ❖ Strategic planning and National Security course from Nasser Military Academy (2021)
- ❖ E- Marketing via social media course from Al-Ahram center (2019)
- ❖ Service Marketing Strategies Program from Sadat Academy for Administration Sciences (2018)
- ❖ Skills and Capabilities Development Program for Senior Positions in the Central Agency for Organization and Administration, the government sector (2017)
- ❖ The program for preparing the second grade (Future Leaders) in cooperation with the Ministry of communications and the Ministry of Youth and Sports (2016)
- ❖ Preparation program for occupying leadership positions with the rank of general manager in the Central Agency for Organization and Administration (2015)
- ❖ Management Skills Development Program for New Managers from Sadat Academy for Administration Sciences (2014)

- ❖ Human Development Management program from Sadat Academy for Administration Sciences (2013)
- ❖ Effective Communication Skills program in cooperation with the Ministry of communications and IBM (2011)
- ❖ Modern trends program for human resource management (2009)
- ❖ Interpersonal Skills Development program from Sadat Academy for Administration Sciences (2006)

C-Management Training Courses :

- ❖ Preparation program for occupying senior leadership positions of the highest degree from the Central Agency for Organization and Administration (2019)
- ❖ Management and the challenges of the twenty-first century program from Sadat Academy for Administration Sciences (Feb 2014)
- ❖ Program for the effectiveness of management in effecting change from Sadat Academy for Administration Sciences (Dec. 2012)
- ❖ Program for planning, follow-up and performance evaluation specialist from the Leadership Development Center for the government sector (April 2005)
- ❖ Strategic Planning Program from Sadat Academy for Administration Sciences (Jun 2005)

All certificates are available upon request