

# Muna Mohammed AL-Mukhaini

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Accomplished academic with a PhD in Human Resource Management and significant experience as an Assistant Professor. Skilled in preparing and delivering lectures, evaluating and grading student work and preparing course materials. A dedicated educator committed to creating engaging and innovative lesson plans tailored to HRM studies. An effective communicator, with an ability to assist students in assignments, foster their skill development, and inspire academic excellence.

## Personal Information

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- Name: Muna
- Father's Name: Mohammed Khamis
- Surname: Al Mukhaini
- Date of Birth: 15-12-1992
- Religion: Islam
- Nationality: Omani
- Martial state: Single

## Education

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2017-05 – 2021-12	<b>Ph.D.: Human Resource Management</b> <i>Binary University of Management and Entrepreneurship, Malaysia.</i>
2014-09 – 2016-07	<b>MBA: Human Resource Management</b> <i>Mazoon College, Sultanate of Oman.</i>
2010-09 – 2014-05	<b>Bachelor of science: Management Information System.</b> <i>Matzoon College, Sultanate of Oman.</i>
2009-09 – 2010-06	<b>High School Diploma</b> <i>Hail Al Awamer School - Muscat, Oman.</i>

# Experiences

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2018 – 2019

## **Mazoon College**

- *Taught undergraduate Business and Economic related courses to students.*
- *Prepared lectures and practical classes for undergraduate business and economic courses*
- *Designed and develop curriculum for undergraduate courses*
- *Conducted and organized workshops*
- *Performed students advisory role and promoted students academic achievements*
- *Worked as a member of*
  - *Staff support service committee*
  - *Exam moderation committee*
  - *Assignment moderation committee*

2021 – 2022

## **A'Sharqiyah University**

- *Working as a part-time lecturer of Business and Human Resource courses*

2023 till now

## **Modern College of Business and Science (MCBS)**

- *Taught undergraduate Business and Management related courses.*
- *Taught postgraduate Business and Management related courses.*
- *Achieving departmental activities such as*
  - *Formation of operational plan*
  - *Finalized transfer credit evaluations.*
  - *Outlined required textbooks and resources.*
  - *Assessed and revised study plans.*
  - *Reviewed undergraduate programs and courses.*
  - *Wrote proposals for new academic programs.*
  - *Reviewed course syllabi for the PhD program, translated dissertation guidelines, reviewed the study plan for PhD programs.*
  - *Designed and developed undergraduate and postgraduate curricula.*
  - *Finalizing the criteria for evaluating assignments and presentations.*
- *Reviewing Business Administration and Public Administration programs.*
- *Faculty mentorship: monitored and supported faculty members' progress.*

- ***Institutional Service/Project such as***
  - *Writing the accreditation report for MCBS Recognition in KSA.*
  - *Writing "We Are Oman report".*
  - *Translate Post-Graduate Student Handbook (Arabic).*
- ***Academic Advising:***
  - *Supervising a research thesis.*
  - *Provides guidance on course selection, monitoring academic progress, provides motivation and encouragement.*
- ***Member, Teaching Learning Development & Resources Committee***
- ***Member, TRS Committee***
- ***Member, Sustainability Committee***

## Publications

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- Salah, M., Abdelfattah, F., Alhalbusi, H., Jassem, S., Mohammed, M., Ismail, M. M., & Al Washahi, M. (2024). Can Generative AI Craft Variable Questions? A Mixed-Method Study on AI's Capability to Adopt, Adapt, and Create New Scales.
- Salah, M., Abdelfattah, F., Alhalbusi, H., & Al Mukhaini, M. (2023). Me and My AI Bot: Exploring the 'AIholic' Phenomenon and University Students' Dependency on Generative AI Chatbots-Is This the New Academic Addiction?.
- Salah, M., Abdelfattah, F., Al Halbusi, H., & Mohammed, M. (2023). Beyond the "Death of Research": Reimagining the Human–AI Collaboration in Scientific Research.

## Workshops

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- Complete workshop on employee skills.
- Complete workshop on Windows server 2012.
- Complete workshop on MySQL 2012.
- Participate in Toastmaster Organization and voted as a best evaluator.
- Complete workshop on information technology and security.
- Organize and the supervision of the first programming contest at Mazoon College.
- The leader of Mazoon team in Oman Collegiate Programming Contest.
- Successfully complete training program at Omantel.

## Skills

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### **Communication Skills:**

- Ability to make the concepts clear to others by explaining them at different levels.
- Participate in different social activities.
- Good verbal and written communication skills.
- Explaining and interpreting ideas in a good manner.
- Adapting to different opinions.
- Good listener and flexible guide others.
- Working well under pressure
- Respect the ideas and opinions of others
- Clarity, integrity and empathy
- Confident in interaction with others
- Appropriately give and receive feedback

### **Management Skills:**

- Ability to motivate and encourage others.
- Ability to lead teams and promote collaboration.
- Ability to plan and manage projects.
- Ability to train and teach others.
- Ability to build teams and trust.
- Ability to find alternative solutions.
- Ability to apply different methods to guide others.
- Ability to use critical thinking and decision-making.

## Hobbies

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- *Develop applications*
- *Writing*
- *Reading*

## Languages

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- Arabic Fluent.
- English Excellent.

## References

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**Dr. Khalid Al Jabri**

**HR Head of Department, Mazoon College**

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**Dr. Zeya Abdulhadi**

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