Amal Hamlan

Jeddah | 0541002027 | amal.86.h@gmail.com | ahmlan@bu.edu.sa | <https://www.linkedin.com/in/dr-amal-hamlan-b42b11168/>

**Professional Profile**

I am a highly energetic and profit-driven assistant Professor in Business Management at Al-Baha University specializing in Corporate Social Responsibility (CSR), I combine academic expertise with practical application. I am the founder and Investment Manager of a Consultation and Training Institution, where I lead initiatives to enhance business sustainability. Additionally, I serve as a Projects Evaluator for Al-Baha university, applying rigorous analysis to ensure project success. My career is driven by a commitment to advancing responsible business practices and fostering impactful education and consultancy.

**Key Skills and Accomplishments**

* Strong communication, collaboration, and interpersonal skills with ability to learn new technical concepts quickly and utilise them effectively.
* Known for ability to produce high-quality deliverables that meet or exceed expectations.
* Superior ability to develop and maintain productive professional relationships.
* Exceptional problem-solving and communication skills.
* Excellent attention to detail and highly analytical and creative.
* Natively Fluent in English and Arabic.

**Professional Development**

Impactful | Creative Thinking | Problem-Solving | Communication | Practical| Relationship Management | Manage high volume of work | Skilled Multi-tasker | Microsoft office | Quick Learner | Collaborative| Adaptable | Leadership | Analytical |Evaluator

**Education**

**University of Leicester Leicester, UK**

**PhD in Business CSR 2016 – 2023**

* Average Grade: Graduate in PhD
* Thesis in Corporate social responsibility among Islamic banks.
* Topic covered: Corporate social responsibility, Corporate philanthropy, Islamic bank, Sharia compliance

**King Abdul Aziz University Jeddah, Saudi Arabia**

**MBA in: “***The impact of internal marketing on organizational loyalty***” 2012 – 2014**

* Average Grade: Excellent
* Entrepreneurship
* Strategic marketing
* Strategic operations management
* Managerial information system
* Managerial Economics

**King Abdul Aziz University Jeddah, Saudi Arabia Bachelor’s in Business Administration information system management  2007 – 2011**

* Average Grade: 2.1 Honors
* Main subjects covered: Statistical analysis, Quantitative analysis, Corporate finance, Operational management, HR management, Int'l business management, Organizational behaviour, Consumer behaviour, Public administration

**Career Summary**

**Al-Baha University** **Al-Baha, Saudi Arabia**

**Member of the Curriculum Committee**

**for the Bachelor's in Business Administration Program** **August-2024 to July-2025**

* Assessing the current curriculum and identifying key challenges in course updates.
* Proposing curriculum and study plan improvements to the department council.
* Reviewing and evaluating textbooks and references used in the program.
* Communicating with publishers to ensure the availability of necessary books.
* Preparing an annual report on committee activities.
* Undertaking additional tasks assigned by the department head related to the committee’s functions.

**Al-Baha University** **Al-Baha, Saudi Arabia**

**Member of the Examination Committee for the Bachelor's**

 **in Business Administration Program** **August-2024 to July-2025**

* Reviewing exams to ensure alignment with assessment matrices.
* Ensuring compliance with quality standards
* Managing and updating the alumni database.
* Organizing alumni activities and engagement events.
* Assigning alumni representatives for program advisory roles.
* Gathering feedback to improve the program.
* Monitoring key performance indicators (KPIs) for alumni participation in surveys.
* Preparing follow-up and annual reports on implementation plans, including improvement strategies.
* Coordinating with the university’s Alumni Centre.

**Al-Baha University** **Al-Baha, Saudi Arabia**

**Member of the Curriculum Development and Academic Affairs Committee**

 **for the Bachelor's in Business Administration Program** **August-2024 to July-2025**

* Scheduling academic timetables.
* Handling course registration, withdrawal, postponements, and related issues.
* Coordinating exam schedules and result submissions.
* Assisting new students, processing course equivalencies for transfer students, and reviewing graduation records.
* Monitoring curriculum adherence to study plans on a semester and annual basis.
* Evaluating and recommending study plan and curriculum improvements.
* Coordinating with the Admissions and Registration Deanship on academic affairs for first-year students.
* Preparing and regularly updating the student handbook.
* Developing and reviewing strategies to support struggling students and promote academic excellence.
* Reviewing and implementing policies related to:
* Academic integrity
* Learning outcomes assessment
* Grade verification
* Selecting and evaluating teaching strategies and assessment methods

**Al-Baha University** **Al-Baha, Saudi Arabia**

**Member of the Academic Affairs Committee at the College of Business Administration** **August-2024 to present**

* Developing a database of program graduates, including essential details, contact information, and employment data.
* Collecting information on graduates’ career progress.
* Strengthening ties between alumni and relevant institutions.
* Assessing employer perceptions of program graduates.
* Preparing an annual report on committee activities and alumni statistics.

**Al-Baha University** **Al-Baha, Saudi Arabia**

**Coordinator of Business department**  **August-2024 to present**

* Oversee daily operations of the business department, ensuring efficiency and effectiveness
* Maintain accurate records of departmental activities, including course schedules, faculty assignments, and student enrollment
* Assist in the development and implementation of academic programs and curricula
* Coordinate course scheduling and faculty assignments to ensure optimal coverage and resource utilisation
* Monitor and evaluate academic programs to ensure they meet accreditation standards and university policies
* Assist in the recruitment, hiring, and onboarding of new faculty members
* Address student concerns and facilitate resolutions in collaboration with faculty and university administration

**Al-Baha University Al-Baha Ministry of Education**

**Member of the Advisory Council for the Business Administration Department** **July**-**2024 to July-2025**

* Enhancing the department’s study plan to align with academic and strategic goals.
* Ensuring program objectives and learning outcomes align with labour market demands for a competitive graduate profile.
* Reviewing and discussing annual program reports to suggest improvements.
* Conducting periodic comprehensive program reviews.

**Al-Baha University
Member of the Institute of Studies and Consulting Services Council Al-Baha, Saudi Arabia**
 **January - 2024 to December-2024**

* Contributing to the development of sustainable investments that generate high financial returns for the university and enhance its economic growth.
* Strengthening ties between the university and various sectors
* Enhancing the work environment within the committee to ensure quality and leadership in service delivery.
* Participating in the development of strategies for diversifying funding sources and enhancing the university’s position as an investment destination.
* Evaluating projects and contracts submitted to the committee.

**Al-Baha University**

**Reviewer for the Higher Diploma in Project Management Program – Saudi Electronic University. Al-Baha, Saudi Arabia**
 **December-2024**

**Al-Baha University**

**Reviewer for the Higher Diploma in Human Resources Program – Saudi Electronic University. Al-Baha, Saudi Arabia**
 **December-2024**

**Al-Baha University Al-Baha Ministry of Education**

**Member of the Selection and Interview Committee for Teaching Assistant Positions** **April**-**2024 to May-2024**

* Initial screening of applicants’ data.
* Ensuring applicants meet the general eligibility criteria published on the university website.
* Evaluating candidates based on university-provided criteria.
* Conducting interviews for shortlisted candidates.

**Ministry of education in Saudi Arabia Ministry of Education**

**Arbitrator for a business competition among students across the Kingdom**  **Feburary**-**2024 to April-2024**

* Organise and conduct arbitration hearings where parties present their business ideas
* Examine documents, contracts, and other relevant materials submitted by participants
* Write detailed arbitration awards that outline the decision and reasoning
* Ensure that awards are clear and concise

**Al-Baha University** **Al-Baha, Saudi Arabia**

**Chair of the Peer Committee for the Bachelor's in Business Administration Program** **Feburary-2024 to present**

* Developing a plan for committee members to visit faculty members in classrooms to enhance course delivery.
* Proposing, monitoring, and advising on academic and quality standards related to teaching and learning, in line with the scheduled quality plan.
* Conducting at least one field visit per semester to faculty members.
* Submitting a general analytical report on all visits to be incorporated into program improvement plans.
* Preparing an annual improvement and operational plan

**Al-Baha University** **Al-Baha, Saudi Arabia**

**Projects Evaluator**  **Feburary-2024 to present**

* Evaluate whether the project has the potential for long-term viability and how it handles sustainability issues.
* Consider the potential impact on the industry or business.
* Assess whether the project is practical and achievable within the given constraints (time, budget, resources).
* Maintain confidentiality regarding project details and evaluation outcomes

**Al-Baha University** **Al-Baha, Saudi Arabia**

**Coordinator of quality assurance of MBA course** **November-2023 to January-2024**

* Coordinate the regular review and evaluation of academic programs to ensure they meet institutional, regional, and national accreditation standards.
* Assist in the development of key performance indicators (KPIs) for academic quality and monitor progress toward meeting these goals.
* Maintain accurate and up-to-date records of quality assurance activities, assessments, and outcomes.
* Ensure that academic programs and the institution comply with all relevant accreditation standards and regulatory requirements.
* Assist in preparing documentation and reports for accreditation bodies, including self-study reports and action plans.
* Serve as a resource for faculty and staff regarding academic policies, procedures, and quality assurance initiatives.
* Identify areas for improvement in academic programs and services and work with relevant stakeholders to develop and implement action plans.
* Foster effective communication and collaboration between academic departments, administrative units, and external stakeholders to support quality assurance efforts.

**Al-Baha University** **Al-Baha, Saudi Arabia**

**Member of the Quality Committee for the Executive MBA Program** **September-2023 to August-2024**

* Ensuring and reviewing the fulfillment of quality requirements for the Executive MBA Program, as directed by the College's Quality and Accreditation Unit and the Vice Dean for Graduate Studies, Research, Innovation, and Quality.
* Tasks include:
* Program description
* Course descriptions
* Annual report preparation and improvement plans
* Monitoring course reports
* Preparing and updating the program’s self-study report
* Updating the program’s website information

**Al-Baha University** **Al-Baha, Saudi Arabia**

**Member of the Development Solutions Committee** **September-2023 to August-2024**

* Improving routine administrative processes within the department.
* Enhancing quality and accreditation procedures within the Business Administration Department.
* Developing and improving educational tools for both undergraduate and graduate programs.
* Carrying out any other related tasks assigned by the department head.

**Al-Baha University** **Al-Baha, Saudi Arabia**

**Member of the Academic Advising Committee for the Executive MBA Program** **September-2023 to August-2024**

* Assisting new students in overcoming academic challenges through periodic orientation sessions at the beginning of the academic year.
* Guiding students with special needs to help them integrate into university life.
* Monitoring academically struggling students to help them improve their performance.
* Identifying outstanding students and encouraging them to maintain their excellence.
* Encouraging students to maximize the benefits of available educational resources provided by the university to enhance their academic performance.

**Al-Baha University** **Al-Baha, Saudi Arabia**

**Member of the Academic Advising Committee**

**for the Bachelor's in Business Administration Program** **September-2023 to August-2024**

* Coordinating with the University’s Graduate Support Office to utilize its services for alumni.
* Recommending selected graduates for advisory boards.
* Establishing and supervising an alumni association.
* Preparing an annual report on committee activities and alumni statistics.
* Performing additional tasks assigned by the department head related to the committee’s functions.

**Al-Baha University** **Al-Baha, Saudi Arabia**

**Assistant professor**  **October-2013 to present**

* Develop and implement curriculum, ensuring alignment with the latest industry trends and academic standards
* Mentor and supervise graduate students, providing guidance on research projects, theses, and career development
* Conduct and publish original research in reputable academic journals, contributing to the advancement of the field
* Serve on academic committees, contributing to the strategic planning and development of departmental initiatives
* Evaluate student performance through assessments, exams, and assignments, providing constructive feedback
* Recruiting and evaluate performance of new candidates to join the university as lecturers or academics

**Navitas**  **Leicester, UK**

**Lecturer of Marketing & Principle of management**  **January-2022 to May-2022**

* Deliver lectures and seminars on Marketing and Principles of Management
* Develop and update course materials and syllabi
* Utilize diverse and effective teaching methods
* Provide academic advising and support to students
* Foster a supportive and interactive learning environment
* Encourage student participation and engagement

**University of Leicester**  **Leicester, UK**

**Teaching Fellow in Management and Organisation**  **October-2022 to October-2023**

* Deliver lectures, seminars, and workshops on management and organization
* Develop and update course materials
* Utilize diverse teaching methods
* Provide academic advising and support, foster a supportive learning environment
* Participate in departmental meetings and committees
* Contribute to departmental initiatives
* Engage with the academic and professional community

**University of Leicester**  **Leicester, UK**

**Academic Tutor**  **January-2020 to May-2020**

* Deliver lectures, seminars, and workshops on management and organization
* Provide one-on-one and small group tutoring in business subjects (e.g., finance, marketing, management)
* Assist students with understanding business concepts and coursework
* Help students develop effective study strategies and academic skills
* Assess students' academic needs and tailor sessions accordingly
* Provide constructive feedback on assignments and exams
* Monitor and track students' progress
* Develop and maintain tutoring materials (e.g., study guides, practice problems)
* Recommend additional learning resources

**Conferences**

* Seventeenth International Conference on Interdisciplinary Social Sciences

on 21st July 2022 – Greece (presenter)

* MCA on 19th February (presenter)
* PhD conference on 8th May 2018 (participate- presentation)
* Methodology Conference in 12th June at Brunel Business School, Brunel University London (attendee).
* The IFN UK Islamic Finance Week 2018, Mansion House, London, 5th September 2018, Wednesday (attendee)
* CSSAH Poster Fair (presented)