



Khaldoun Najati.

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Summary of Qualifications:

- ❖ Highly motivated with excellent team spirit.
- ❖ Proven track record of performing efficient work and meeting deadlines
- ❖ Work well under pressure and enjoy challenging projects.
- ❖ Excellent verbal and written skills, personable, and friendly.

Academic Qualifications:

- ❖ Ph.D.(Management - Human Resources Management) 2019 -Malaysia
- ❖ MBA (Human Resources Management) -2012 Malaysia
- ❖ BA (Business Administration) - 2009 - Syria.

Working Experience

- ❖ 2020-current: lecture at Syrian Private University- Faculty of administrative science - Syria
- ❖ 2019- 2020: Human Resource Manager- Pulse Group - Malaysia
- ❖ 2016-2018: Marketing Manager- Sheffield Education Group- Malaysia
- ❖ 2015-2016: Marketing Assistant Manager- Sheffield Academy- Malaysia
- ❖ 2014- 2015: Administrative Officer - Syrian Commerce Office – Kuala Lumpur
- ❖ 2010-2014: Research Assistant based on Human Resources filed:
Organizational Commitment, Job Satisfaction, Talent Management.
Implementation of Human Resource Practices in Islamic Banks Malaysia.
- ❖ 2009-2010 (February- May) Full- Time: Marketing Assistant Manager- Al Arabia co. - Syria
- ❖ 2006- 2009 (April- February) Part-time: Marketing executive- Aram trading & advertising -Syria
- ❖ 2004 (Jan to November) Full Time: Marketing Executive – Al Hamwi Adertising Agency -Syria

Teaching Experience

- ❖ 2020-current: lecture in human resources Management field(Leadership, Knowledge, Strategic, Negotiation, Enterprise Management)

Research and Development Projects:

- ❖ Graduation Project in (The Impact of Work Life Balance on Job Satisfaction) in Syria.
- ❖ Research paper in Studying the Effects of Human Resource Management Practices(HRM) On Service Innovation in Malaysian Islamic Banks.
- ❖ Exploring The Influence of Strategic Talent Management Practices On Employees Commitment, Motivation, Satisfaction, and Employee Loyalty: An Empirical Study On the Service Industry in Malaysia. the Impact of Organizational Climate on Job Satisfaction Determine the Efficiencies of Employees and Developing it.

Delivered training and workshop:

- ❖ Recruitment Function in HRM with Idea Group in Syria and with international center for human construction (IHC) in Malaysia
- ❖ Administrative Innovation with Idea Group.
- ❖ Team Development.
- ❖ Management and Organizational Behavior.
- ❖ Marketing Management.
- ❖ Business Ethics.
- ❖ Business Issue and Sustainable Development.
- ❖ Corporate Strategy.
- ❖ Project Management Professionals.
- ❖ Time Management.
- ❖ Leadership Style.
- ❖ Finance and Accounting

Personal Skills:

Language:

- ❖ Arabic: Mother tongue
- ❖ English: Fluently

Computer and IT Skills:

- ❖ Windows 2003 Server, Windows 2008 Server, Windows XP, Windows VISTA, Windows 7, Windows 8, Windows 10.
- ❖ Very good user of MS-Office.
- ❖ Excellent user of Internet
- ❖ Good ability to troubleshoot and solve computers issues.

Personal Information:

Date of Birth: 01- 01-1986
Marital Status: Married
Nationality: Syrian
Address: Damascus - Syria