

## **Niveen Mazen Al-Sayyed**

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### **PERSONAL INFORMATION :**

**Nationality** : Jordanian  
**Date/place of birth** : 19<sup>th</sup> Nov 1983 Amman . Jordan  
**Marital Status** : Single  
**Sexuality** : female

### **EDUCATION :**

- B.A in Business Administration / Hashemite University- Faculty of Economic and Administration Sciences /2005 .
- Master Business Administration / Hashemite University - Faculty of Economic and Administration Sciences / 2010.

### **WORK EXPERIENCE :**

**Sep 2010 -now**

#### **University of Jordan**

- Lecturer / Business Administration Department

**Sep 2010 – Dec 2011**

#### **The University of Jordan Academy**

- Lecturer / Business Management

**Jan 2010 - Sep 2010**

#### **MEU Middle East University for Graduate Studies,**

- Human Resources Specialist.

**Jan 2006 - Jan 2010**

#### **Amman Arab University for Graduate Studies**

- Vice President For Cultural Affairs (Executive Assistant).
- Arab Center For Performance Improvement & Human Resources Development. (Executive Assistant).
- Accreditation and Quality Assurance Department. (Assistant Manager)

## TEACHING EXPERIENCE

### **Courses:**

Principles of Management  
Communication Management  
Hospitality Management  
Business Entrepreneurship  
Organizational Behavior  
Total Quality Management

### **TRAINING:**

1. Performance Improvement & Human Resources Development Project  
Employee's Skills Development Program (4 – 21 Feb 2007).
2. Staff Development Workshop (26 Aug – 17 Sep 2012).
3. Advanced Statistical Analysis Using SPSS (29 Jan – 6 Feb 2014).

## COMPUTER KNOWLEDGE & OTHER SKILLS

### **Windows, Excel, Power Point, Word.**

1. Design and implement office policies.
2. Organize office operations and procedures
3. Monitor and record long distance phone calls.
4. Control correspondences.
5. Communicate with other agencies, organizations and groups.
6. Ensure filing systems are maintained and up to date.
7. Define procedures for record retention.
8. Ensure protection and security of files and records.
9. Ensure effective transfer of files and records.
10. Transfer and dispose records according to retention schedules and policies.
11. Ensure personnel files are up to date and secure.
12. Typing, internet search, correspondence and communication, dealing with audiences and students.
13. General duties and responsibilities.
14. produce, print and post notices, labels and signage and the removal of out-of-date notices.
15. photocopy documents for coordinators and teachers.

## COMMITTEE MEMEBERSHIPS

- 1- Member “Committee of Accreditation and Quality Assurance “ at Amman Arab University.
- 2- Member “Committee of Accreditation and Quality assurance “ at the University of Jordan

## TRAINER AT

Workshop on “Principles of Management at the Center for Consultations and Studies, The University of Jordan. 17/02/2014 – 27/02/2014.

## PUBLISHED RESEARCH

- Alsayyed, N. (2014). Critical Factors affecting Human Resource Development in the Arab World. *Life Science Journal* 11(4s), 113-123. (ISSN:1097-8135).
- Alsayyed, N. Suifan, T. and Alawneh, A. Exploring the Effect of Perceived Service Quality on Customers Satisfaction: A Study of Banking Sector in Jordan. *Journal of Management Research-Macrothink institute* 7(1), 122-138.

## RESEARCH IN PROGRESS

- Linking creativity to entrepreneurial intention: A case of Jordanian universities.
- Diversity in Team Composition, Relationship Conflict and Team Performance in Jordanian Pharmaceutical Companies

## REFERENCES

References are available upon request