



## HUMAM HOMSI - RESUME

### PERSONAL INFORMATION

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- Address: Damascus –Mashrue Dummar– Jazira 16
- Military service: Exempted
- Marital status: Married

### SUMMARY

- Excellent experience in executive management, quality management, marketing management, public relations, leadership, data analysis, communication & presentation skills, public speaking & team working, in addition to great experience in organizing specialized exhibitions and conferences.

### EDUCATION AND PROFESSIONAL CERTIFICATES

- **Master of Business Administration (MBA)** from the Higher Institute of Business Administration (**HIBA**), major: operations management grade (**very good**) /2015/
- Bachelor degree in Electronics and Communications Engineering from Al-Israa Private University - Amman - Jordan -/2005/
- Certificate CISO Networks Associated (**CCNA**) - **USA** /2006/.
- Certified Project Management Professional (**PMP**) from **PMI - USA**. (in progress)

## WORK EXPERIENCE

- **Syrian Private University (SPU) 2019 – Present**
  - **Quality & Performance Assurance Manager 2020 – Present**
    - Preparing periodic reports, questionnaires and statistical studies related to students performance evaluation, teaching staff members performance evaluation, and university services evaluation to obtain the required performance indicators and measure them.
    - Preparing job descriptions for all administrative and academic positions at the university
    - Preparing a guide to policies, procedures and forms
    - Documenting and defining work procedures and work instructions
    - Preparing job satisfaction questionnaires for the educational and administrative members, analyzing them and presenting their results
    - Preparing the university's annual self-evaluation report.
    - Implementing internal audits on quality standards at educational institutions.
    - Studying and evaluating the annual achievement reports of the faculties.
    - Preparing a SWOT analysis at the university level to analyze the current situation at the university and find out the strengths, weaknesses, opportunities and threats.
    - Preparing a strategic plan proposal for the university
    - Creating an electronic platform to receive and process students complaints and suggestions
    - Preparing a proposal for (university code of ethics)
    - Proposing a new policy to evaluate performance of educational staff based on approved international performance indicators
    - Contributing effectively to improve the university's international ranking
    - Organizing specialized workshops for educational and administrative staff related to quality management at educational institutions.
    - Excellent experience in the international standard ISO-9001-2015

▪ **Director of Marketing, Media & Public Relations 2019 - 2021**

- Contributing significantly to improve the image of the university in society, and make it the first choice for students to enroll it.
- Preparing and implementing marketing and advertising plans and campaigns
- Organizing a variety of (scientific, cultural, sports and artistic) events, activities and competitions.
- Organizing scientific and promotional exhibitions and job fairs inside and outside the university.
- Organizing a group of specialized scientific conferences inside and outside the university.
- Representing the university in many TV and radio interviews, conferences and workshops.
- Carrying out media coverage of the most important events and activities were organized by the university in various media (TV, radio, and social media)
- Organizing an open day at the university.
- Implementing several promotional and documentary videos about the university's achievements, successes, activities and events.
- Conducting student satisfaction surveys, analyzing their results and preparing the required reports.
- Organizing various initiatives and events are aimed to enhance the university's role in community service
- Organizing the university's annual graduation ceremony
- Supervising the university's participation at exhibitions, scientific conferences, and higher education exhibitions
- Supervising the preparation, designing and printing of all university brochures
- Managing and developing the university's official pages on social media.
- Preparing marketing research and studies
- Supervising the training workshops organization that are directed to the teaching and administrative staff at the university.
- Organizing activities and events for university's employees

- Enhancing the university's relationship with the community through its participation and sponsorship various events and activities
- **Al Jazeera Private University (JPU): 2017 - 2019**
  - University provost
  - Director of Marketing, Media & Public Relations
  - Head of University Requirements Department
  - Academic Information Management System Administrator
- **Syrian Private University (SPU) 2016 – 2017**
  - Director of Marketing, Media & Public Relations
- **Yarmouk Private University (YPU): 2009 - 2016**
  - Quality Assurance Manager 2011 - 2014
  - Director of Marketing, Media & Public Relations 2009 - 2016
  - Training and Professional Development Center Manager 2014 - 2016
  - Student Affairs Manager 2014 - 2016
  - Instructor of Computer Skills Course 2011 - 2014
- **Director and founder of Integrated Experience Center for Training and Consulting (IEC) 2010 - 2014**
  - The center had trained many trainees in the areas of business administration, accounting, financial management, project management and other specialized courses.
  - The center had provided its services to more than 40 local companies and more than 400 trainees.
  - Many trainees at the center had obtained international certificates as a result of their training courses at the center, such as CFA and CMA certificates
- **Hadara international centre: 2009**
  - Instructor of systems analysis & design course.
  - Instructor of strategic management course
- **Arab International University (AIU) 2005 - 2009**
  - Admission ,Registration & Examinations Manager
  - Academic Information Management System Administrator
  - Instructor of computer skills course.

## **TRAINING COURSES**

- Certified Quality Manager from TÜV SÜD (Middle East Office - Dubai).
- HR Management
- Training needs analysis.
- ICDL
- Customer service

## **SKILLS**

- Excellent project management skills
- leadership and managerial skills
- Excellent public relations and communication skills
- Problem Solving
- Excellent in team work
- Thinking outside the box

## **LANGUAGES**

- **Arabic:** Mother tongue
- **English:** Good

**REFERENCES:** Available upon request

All documents and proofs are available upon request