

BASIMAH SADI ABEDAL AZIZ ABOU-DHEIR, PhD

P.O.BOX 38978 , Dahiet Abdulla Al Salem , Kuwait

Mobile: (+965) 66228194

Email: btc.kwt@gmail.com

Career History & Accomplishments:

January 2010-until present, Assistant Professor, Health Sciences, Department of Food Science and Nutrition ,

PAAET-Public Authority Of Applied Education and Training College , Kuwait, State of Kuwait.

March 2007– April 2009 General Manager, E- Learning Co. Kuwait, State of Kuwait

As the General Manager of a corporate venture, which includes a bilingual school, ranging from Nursery to High School, I manage hands-on with a keen and pro-active involvement in all sections across the range of activities of the company. My vision and demanding work ethics are indicative contributing factors in the radical transformation and restructuring of the company and school, within a very short period of time. A PhD in Management Science and experience as an Academic on Tertiary level equipped me to be a driven and dynamic business woman. The key factor to the unrivalled rise to success of this company lies in my ability to motivate employees to follow the set example in achieving goals against all odds.

- Chief executive officer of the Board.
- Administrative responsibility in design and execution of the budget.
- Recruitment of employees on all levels, including academic staff.
- In-service training of key personnel, as well as leadership development.
- Plan and oversee facilities on all levels for all sections of activities of the company and school.
- Co-ordinate purchasing off all material, including academic Learner Support Material.
- Liaise and partake in activities with the School management team.
- Conflict Management.
- Initiate and coordinate the Accreditation process with (CITA) **The Commission on International and Trans-Regional Accreditation**

2003 – 2007 General Manager, SAADI ABOU – DHEIR Trading Establishment. Kuwait, State of Kuwait

Assisted and managed all trading actions with Great China. Through proper Business development techniques increased the business opportunities, diversified products, studied clients demand in the market. Updated and used New Technology techniques in order to accelerate bank exchanges, product arrival as per government standard and specifications.

**2001 – 2003 General Manager, FAWSEC Educational Company,
(Al-Bayan Bilingual School, Fawzia Al- Sultan Learning Institute & Baraim Co.),
Kuwait , State of Kuwait**

- Re-engineering FAWSEC Administration and Finance Company and its overall functioning and supervision.
- Assisting with evaluating and recommending updated educational technology for both schools.
- Assessing the existing academic curriculum and presenting recommendations to the board.
- Preparing status reports, studies and providing sound advice on issues raised by the board.
- Serving as liaison to the Board Financial and Academic committee.
- Developing International Accreditation Department for both schools.

1993 – 2000 Kuwait University , Kuwait, State of Kuwait

1997 – 2000 Center of Excellence in Management, College of Administrative Science (Kuwait University)

- Established the Center's units: Training, statistical, Case Research/Teaching and Business Laboratory with operational and interfacing systems.
- Developed an Operational Strategic Plan for the Center.
- Conducted executive developed programs in Finance and Banking, international Management, Benchmarking Marketing and Quality Management for the public and private sector. Provided tailor-made training programs for specific clients.
- Completed a survey to identify market needs in private and public sectors.
- Pioneered an Educational Technology Resource Center and an information system database.

1993 – 1997 Senior Strategic Planner, Strategic Planning Department (Kuwait University).

- Counseled University heads and their staff on their strategic planning prior to presentation to the University's Chancellor.
- Developed a monitoring and control system to track implementation progress (Plan vs. Actual). Used results to improve next strategic planning cycle.
 - Designed a major human resource project for the purpose of conducting a study on compensation packages throughout universities in the Gulf based on faculties in the USA.
 - Advised department head on strategies to obtain additional funding for the growth and expansion of Kuwait University.

1991 – 1993 General Manager, Mawarid Trading Co. & Dan Trading.
(Subsidiary of Mawarid, Saudi Arabia) Kuwait , State of Kuwait.

- Conducted an extensive management audit and recommended operational changes throughout the fast food division. Wendy, Sizzler Steaks, Kenny Rogers Chicken.
- Food Quality Control was a main activity of success .
- Coordinated product promotions and services to develop new markets and increased market share by 10% for three dermatological firms: Vifor, Hermal and PCF Laboratories, represented by the Pharmaceutical Division of Dan Trading.
- Redesigned the fast food division's organizational structure, evaluated jobs and designed job descriptions for the entire company.
- Identified the variables to design a corporate human Resource Information System (HRIS) and personnel database.
- Implemented / evaluated personnel policies and procedures and recommended changes.
- Recruited staff, conducted performance appraisals and recommended pay grade changes for the fast food division based on external compensation surveys.

1982 – 1991 Kuwait Institute for Scientific Research (KISR). Food
Resources Division , Kuwait , State of Kuwait

1987 – 1991 Project Manager and Head of Business & Marketing Projects for
(KISR)

- Formulated the project's scope of work, manpower required, planning and project's control schedules. Recruited and trained project professionals.
- Developed the scientific research capabilities of the Food Resources Division, (fisheries management, genetic engineering, food processing etc.)
- Negotiated joint governmental and industry research projects for increasing Kuwait Domestic food production and distribution.
- Directed the development of uniform standards and specifications for food products sold in Kuwait and Gulf Cooperation Council countries.
- Represented KISR on the Food Standards and Specifications Committee, Ministry of Commerce and industry.
- Investigated the QC system of Kuwait Airway catering to improve quality and safety.

1984-1987 Associate Research Scientist (KISR)

- Reduced the time-to-market distribution of domestic tomatoes by improving distribution method.
- Improved tomatoes harvesting, packaging, handling, and transportation and storage practices.
- Investigated new uses for surplus tomatoes; created and test-marketed a tomato sauce catered to local taste.

1982 – 1984 Assistant Research Scientist (KISR)

- Developed a single-cell protein for animal feed.
- Isolated and identified four pure new bacterial strains.
- Conducted full characterization, media optimization and biochemical product adoption.
- Developed a pre-mixture of vitamins/minerals at various fortifications, to improve the nutritive value of pita bread for bread making industry.

- Improved the quality of wastewater used by a petro-chemical company's irrigation system by reducing pollutants through a biological treatment system and hydrolization process.

1981 Merit Baking Company, Box Boone, Iowa U.S.A

- Developed and implemented experiments to determine the internal temperatures of Archway Cookies and recommending product processing improvements. Also studied on-line labor techniques procedures in this regional division which employs more than 500 people in three shift

1978 Iowa State University, Food Technology Dept. Ames, Iowa, U.S.A

- Organized Laboratory and assisted professor in teaching and counseling fifty students in two sections.

1975 American University Hospital, American University of Beirut, Beirut Lebanon.

- Resident Supervisor Food and Nutrition,
- Supervised food preparation in hospital kitchen for the patients. Normal to special Meals as requested by doctors.

Education :

Ph.D., Food and Management Science.

Doctoral thesis: "The Marketing and Quality Development of Food Products".
King's College, University of London, London, UK.1987

M.Sc., Food Science and Technology, Department of Agriculture,

Master's thesis: "The effect of processing Variables on the Quality of Canned Fava Beans".
Iowa State University, Ames, Iowa, USA.1980
Grade point average : 3.69/4.00

B.Sc., Food Science and Technology, Department of Agriculture

Iowa State University, Ames, Iowa, USA.1977
Grade point average : 3.33/4.00

Post Graduate Training:

- 8th Annual Battelle International Program in Project Management, Columbus, OH, USA.1989 DIPLOMA GRANTED
- Project Management Courses in Time Management, Human Resources Management and Negotiation Skills, London, England, UK.1983,and 1982
- Standards and specifications in the Gulf State, Kuwait.1989

Activities:

2014-present ,Member of Kuwait Association of Food and Nutrition Established and Head of Food Safety club , Kuwait ,State of Kuwait.

2012-present ,Active member of Social Committee , Faculty Association Club, Public Authority of Applied Education and Training (PAAET) , Kuwait.

2013-present ,Active member of Women Committee, Faculty Association Club, Public Authority of Applied Education and Training (PAAET) ,Kuwait
State of Kuwait.

2010-present ,Member of Kuwait Agriculture Association, Kuwait ,State of Kuwait.

1976-present , Member of Institute of Food Technology, (IFT) ,Chicago, Illinois, U.S.A

2014-present , Member of International Association of Food Protection (IAFP),
Des Moines , Iowa ,U.S.A

1982-1984, Kuwait Institute for Scientific Research, Kuwait, State of Kuwait, Chairman of the Social Club.

1976-1980 Iowa State University, Ames, Iowa, U.S.A. Food Technology Club member, acted as a treasurer and headed the cosmopolitan club.

References

Mohammad Al Fayez, Ph.D.

Assistant Professor, Public Authority of Applied Education and Training , to Present .
Head Department Health Sciences, Department of Food Science and Nutrition, 2007-2011
Kuwait State of Kuwait.

Yousef Al-Ibrahim, PhD

Economic Advisor to his Royal Highness the Amir of Kuwait,State of Kuwait

Former Minister of Finance

Ministry of Finance, Kuwait 2000 – 2003

Former Dean of School of Administration

Science, Kuwait University 1994 – 2000

Moudi. Al Humoud, PhD

Rector of the Open Arab University , 2013-present Kuwait ,Sate of Kuwait

Former Minister of Housing, 2008

Former Rector of Arab Open University, 2005-2008

Former Vice Rector of Planning, Kuwait University, Kuwait 1993- 2004

Former Dean School of Administration , Kuwait University, Kuwait 1989 – 1992