

## CONTACT

# Dr. Salim Nief Alkaraky

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## PROFESSIONAL SUMMARY

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Accomplished leader with expertise in managing HR functions and teams. Proven track record of developing and implementing successful policies and processes to improve efficiency and effectiveness. Adept at delivering world-class recruiting, onboarding, and training. Leverages exceptional communication and interpersonal skills to build and maintain strong relationships with employers, employees, and stakeholders. Passionate about teaching and learning, and committed to preparing the next generation of business leaders.

## EXPERIENCE

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1/06/2024 - Until  
now

- **assistant professor**  
Jerash University  
**FUNCTIONAL TASKS**
  - Working on publishing research and presenting various presentations.
  - Attending scientific conferences and seminars
  - Conducting scientific research and paying attention to field work.
  - The importance of participating in committee and faculty meetings.

1/9/2021 -  
28/12/2023

- **Part time - Management & HRM trainer**  
Hope Academ  
**FUNCTIONAL TASKS**
  - Business management
  - Human resource management
  - banking sector
  - accounting

1/1/2018 -  
25/12/2022

- **Part time - Management & HRM trainee**  
Modern Ideal Solutions & Consulting (MISC)-Turkey – Jordan  
**FUNCTIONAL TASKS**
  - Business management
  - Human resource management
  - banking sector
  - Advised employees on career development opportunities within the organisation.
  - Facilitated team-building activities to create a collaborative work environment.
  - Managed employee performance through coaching, goal setting, and day-to-day direction.
  - Cooperated in team relationships, fostering enthusiasm and maintaining mutual trust

1/4/2012 -  
25/8/2017

- **Assistant Head of the External Operations Department**  
Jordan Islamic Bank / Jordan – Amman  
**FUNCTIONAL TASKS**
  - Issuance and audit of incoming and outgoing documentary credits
  - Issuance of internal and external guarantees
  - Issuance of external and internal remittances
  - Issuance of remittances in Western Union system
  - Monitoring U.S. tax law
  - ATM matching
  - Implemented effective change management protocols when introducing new products or services into the market.
  - Created detailed reports outlining successes and challenges faced by the

- organization during
- project lifecycles.
- Leveraged analytical skills in evaluating financial statements in order to make sound
- decisions regarding investments.
- Provided leadership and guidance to all staff in the department, ensuring a successful
- working environment.
- Developed and implemented policies and procedures to ensure compliance with regulatory requirements

## EDUCATION

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|----------------|---|
| 2022 Very Good | <ul style="list-style-type: none"> <li>• <b>Istanbul Okan University</b><br/>Phd In Business Administration / human resources management<br/>Note: The Program was in English</li> </ul>            |
| 2016 Very Good | <ul style="list-style-type: none"> <li>• <b>Mutah University - Ohio University</b><br/>Master of Business Administration/Human Resources Management<br/>Note: The Program was in English</li> </ul> |
| 2012 good      | <ul style="list-style-type: none"> <li>• <b>Mutah University</b><br/>Bachelor of Business Administration<br/>Note: The Program was in English</li> </ul>  |
| 2008           | <ul style="list-style-type: none"> <li>• <b>Karak Secondary School for Boys</b><br/>Secondary certificate/Scientific Section</li> </ul>   |

## PUBLICATIONS RESEARCH

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- The Need for Innovation Management in Human Resources Accounting : Concepts, Developments, Objectives, Significance, Objections, and Limitations (Journal of International Crisis and Risk Communication Research 2024)
- The impact of Entrepreneurship, Sustainable Intellectual Capital and Environmental Supply Chain Management Practices on Jordanian Firm Performance (Kurdish Studies )ScopusQ1 2024
- Exploring the Link between Human Resource Management Practices and Financial Performance: The Moderating Effect of Organizational Culture(Uncertain Supply Chain Management) ScopusQ1 2023
- The mediating role of social media marketing effectiveness in the relationship between customer engagement and brand loyalty: A study of Amazon as a retail brand store 2023

## PROFESSIONAL CERTIFICATIONS

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- Diploma in documentary credits officer

## TRAINING AND COURSES

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- Communication skills
- Time management
- Marketing Communication and Marketing Ethics
- Administrative communication and reporting
- Banking from an Islamic perspective
- New security signs for bank cheques
- Bank fraud
- Customer service department work
- Documentary Credits
- Detection of counterfeiting and counterfeiting of banknotes and documents
- Anti-money laundering and terrorist financing
- Electronic clearing of checks
- Legal adaptation of banking services
- Bills for collection
- General Entrance to Islamic Banks
- Swift transfers

- bank cards
- Political development and the establishment of political parties
- International Computer Driving License
- English language
- Turkish language

## **TRAINING BRIEFCASES THAT I LECTURE**

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- Human resources functions
- Strategic planning for human resource
- Job analysis and job description
- Successful job interviews
- Study and identify training needs
- Management and evaluation of employee performance
- Preparing the wage and salary structure
- Fundamentals of human resources and training
- Marketing communication
- communication skills
- Statistical analysis of data using SPSS software
- time management
- Detection of forged signatures and documents
- Swift transfers
- Commercial papers and bank checks
- Intellectual development
- responsibility
- Local and foreign bank guarantees
- Money laundering and terrorist financing
- Documentary Credits
- Electronic clearing

## **LANGUAGES**

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- Arabic: Fluent (Mother Tongue)
- English: Excellent in reading, writing, and speaking
- Turkish: Excellent in reading, writing, and speaking

## **SKILLS**

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- Leadership and Teamwork
- Training Needs Analysis
- HR Support
- Working under pressure
- Letter Writing
- Time management
- Communication skills
- Marketing Communication and Marketing

## **COURSES TAUGHT AT UNIVERSITY LEVEL**

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- Human Resource Management Basics
- Principles of Public Administration
- Occupational Health and Safety Management
- Hospital Management
- Principles of Management 1
- Principles of Management 2
- Talent management
- Conflict management and negotiation skills
- Computer Applications in Human Resources

## **MEMBERSHIPS AT THE UNIVERSITY LEVEL**

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- Representative of the College of Business Council 2024/2025
- Member of the Preparatory Committee for the Seventh College of Business Conference 2024/2025
- Member of the Certificate Equivalency Committee 2024/2025

- Member of the College of Business Website Follow-up Committee 2024/2025
- Member of the Training for Employment Committee 2024/2025
- Member of the Committee for the Establishment of a Master's Program in Administrative Leadership 2024/2025
- Member of the University Efficiency Committee in the Department of Administrative Sciences 2024/2025
- Member of the Committee for Determining Courses for the Departments of Public Administration, Business Administration and Human Resources Management 2024/2025
- Member of the Electronic Committee for Monitoring the College of Business's Electronic Page 2024/2025
- Member of the Committee for Improving the Human Resources Management Program in the Department of Administrative Sciences 2024/2025
- Member of the Committee for Studying the Needs of the Labor Market to Organize Study Programs 2024/2025
- Coordinator of Departments in the College of Business 2024/2025
- Member of the Quality Committee in the Department of Administrative Sciences 2024/2025

## REFERENCE

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- All documents are available upon request -