

## Personal information:

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## Objective:

Working with team to enhance my experience & earn a position that allows me to implement my previous experiences into a new career direction, to represent the organization, and help to implement its strategy and achieve set targets, while improving my professional career, learn more, and enhance my awareness toward new issues.

## Qualifications:

**2020:** PhD student in public administration program.

**2012:** A master's degree in Public Administration from the college of Business Administration, King Saud University, Riyadh, Saudi Arabia. The thesis about "Moral Dimension in Academic Work with Faculty Members at Universities".

**2012:** Diploma in English from the British Council.

**2007:** A bachelor's Degree of Administration Science in the field of Public Administration with second class honor, King Saud University, Riyadh, Saudi Arabia.

**2006:** (International Computer Driving License- ICDL-) from the General Organization for Technical Education and Vocational Training.

**2006:** (International Computer Driving License- ICDL-) from the Ministry of Education and Faisal International Academy.

## Academic Experience:

**2019 – 2020: Manager Assistant of Innovation Unit, College of Business Administration, King Saud University, Riyadh, Saudi Arabia.**

*Responsible for rising the culture of knowledge and innovation between students at CBA to support and develop their ideas and bring out promising innovations.*

**2017 – 2019: Vice Chair of the Public Administration Department, College of Business Administration, King Saud University, Riyadh, Saudi Arabia.**

*Responsible for all administrative and academic work of the Department*

**2017-2019: Interim Vice- Chair of the Health Administration Department, College of Business Administration, King Saud University, Riyadh, Saudi Arabia.**

*Responsible for all administrative and academic work of the Department*

## Academic Experience:

**2016- (Present): Lecturer at Public Administration Department, College of Business Administration, King Saud University, Riyadh, Saudi Arabia.**

Teaching several courses at the bachelor level such as (Strategic Management, The Principles of Marketing, Fundamental of Business Management, Decision-Making Management, Organizational Behavior, Management Skills, Management in Islam).

Teaching prerequisite courses at the master level such as (The Principles of Public Administration and research methods).

**2009-2016: T.A. at Public Administration Department, College of Business Administration, King Saud University, Riyadh, Saudi Arabia.**

**2014- 2015: Assistant of CBA Vice Dean for Academic in the College of Business Administration, King Saud University.**

*Responsible for all administrative and academic work of the Department.*

**2012-2014: Supervisor of the Public Relations Department, Colleges of Humanity Science, King Saud University.**

*Work re-designing in all public relations units, a adopting and development a anew methods of managerial models, re- defined the work description.*

**2008 - 2009: Manager of the Human Resources Club, College of Business Administration, King Saud University.**

## Publications:

AL-Kahtani, Amani Bani. (2019). Ethical Dimension in Academic Work with Faculty Members at Universities. Arab Journal of Administration, 39(4), 83-124

## Work Experience (Membership and Participations):

### At KSU Level:

**2021:** Member of the Executive Committee of the Science Technologies Innovation Unit (STEM).

**2020:** Organizing the workshop of “Kahn initiative”, for Innovation Unit, College of Business Administration.

**2020:** Organizing online workshop in “creative writing in the Corona crisis”, for Innovation Unit, College of Business Administration.

**2018:** Providing workshop in (Team Management), organized by Bamboo club, King Saud University.

**2018:** Providing training course as a lecturer in (Academic Advising), organized by the Deanship of Skills Development, King Saud University.

**2018:** Providing training course as a lecturer in (Strategic Planning), organized by the Deanship of Skills Development, King Saud University.

**2016:** Speaker for the (Social Entrepreneurship )event organized by Volunteer. SPPKSU at King Saud University.

**2014:** Member of the Committee for the Annual Graduation Ceremony for the students (50).

## **Work Experience (Membership and Participations):**

### **At KSU Level:**

**2013:** Member of the Committee for the Annual Graduation Ceremony for the students (49).

**2013:** Member of the Committee for the Career Day, College of Humanity Science at King Saud University.

**2013:** Member of the Committee for the first book fair, College of Humanity Science at King Saud University.

**2011:** Member of the Committee for coordination between the management center and support deanships.

### **At College level:**

**2017- 2019:** Member of the Final Exam Committee.

**2017- 2019:** Member of the Final Exam Schedule Committee.

**2017-2019:** Member of the Schedule Committee.

**2017-2019:** Member of the Staff Transfer Committee.

**2016:** Supervisor of the Cultural club.

**2015 - 2016:** Member of the Cheat committee for Final Exam.

**2014 - 2015:** Head of Academic Advising Committee.

**2014 - 2015:** Member of the Final Exam Committee.

**2014 – 2015:** Head of the Final Exam Schedule Committee.

**2014 – 2015:** Head of the Library Committee.

**2009 - 2012:** Head of the Schedule Committee.

**2009 - 2010:** The Coordinator, College of Business Administration.

**2009 - 2010:** Member of the Cultural Activity Committee.

**2008 - 2009:** Manager of the Human Resources Club, College of Business Administration.

### **At Department Level:**

**2020- (present):** Member of the examination committee.

**2020- (present):** Member of the Statistics and Information Committee.

**2018- 2020:** Member of Diversity Committee

**2017- 2019:** Head of Academic Advising Committee.

**2017-2018:** Head of midterm Committee.

**2017 – 2019:** Head of the Registration Committee.

**2017- (present):** Member of quality and development Committee.

**2017- 2014:** Member of the Interviewing Committee for TA's candidates.

**2017- (present):** Member of Accreditation Committee.

## **Work Experience (Membership and Participations):**

### **At Department Level:**

**2016 – 2017:** Head of LMS Committee.

**2014- 2019:** Member of the Interviewing Committee for Master's candidates.

**2014- 2019:** Member of the Schedule Committee.

**2010 - 2011:** Responsible for the Department's Website.

**2009 - 2017:** Member of the Registration Committee.

**2009 - 2019:** Head of the Annual Report Committee.

### **Other Memberships**

**2008 - (Present):** Member of the Saudi Management Association.

## **Seminars, Training Courses and Workshops**

**2021:** Training course in “Sustainability of Family Businesses and the Succession of Generations” organized by the National Center For Family Enterprises in cooperation with the Saudi Center for Governance.

**2021:** Training course in "The Fundamentals of Project Management" organized by the College of Applied Studies and Community Service at King Saud University.

**2021:** Training course in in "Following up the students' participatory work electronically" organized by the Deanship of Skills Development at King Saud University

**2021:** Training course in "Application of the concept of universal access in the built environment for internal and external elements within the universal access program" organized by the Deanship of Skills Development at King Saud University.

**2021:** Training course in on "How to Use Reports in the Learning Management System" organized by the Deanship of Skills Development at King Saud University.

**2021:** Training course in the "Professional Volunteer Concept PRO BONO" organized by the Deanship of Skills Development at King Saud University

**2021:** Training course in "Methodologies and Methodologies for Scientific Research" organized by the Skill Leadership Center for training in.

**2021:** Training course in "Skills for Preparing a Research Plan" organized by the Skill Leadership Center for training.

**2021:** Training program for the comprehensive test presented by the Center for Positive Leadership for Training, entitled "Preparation and Passing Strategies".

**2021:** A workshop presented by Eshraq electronic magazine on "Scientific Documentation According to the 7th American System APA".

**2020:** Training course in (Intellectual property) organized by the World Intellectual Property Organization (WIPO)

## Seminars, Training Courses and Workshops

- 2020:** Workshop in “Skills of using continuous improvement tools according to the Kaizen strategy” organized by Noble Training Center.
- 2020:** A webinar in “the social responsibility of women entrepreneurs in the Corona crisis” organized by the Entrepreneurial Company (Riadiat).
- 2020:** Training course in (Application of academic ethics in electronic tests) organized by the Deanship of Skills Development, King Saud University.
- 2020:** Training course in (Using online in the Educational Process) organized by the Deanship of Skills Development, King Saud University.
- 2020:** Training course in (Foundation of LMS) organized by the Deanship of Skills Development, King Saud University.
- 2020:** Training course in (Students Performance Evaluation and Internet Learning) organized by the Deanship of Skills Development, King Saud University.
- 2020:** Workshop in (Risk Management from Marketing Perspective) organized by the Marketing Association.
- 2020:** Training course in (Designing Advertising Videos Using PowToon Program) organized by the Deanship of Skills Development, King Saud University.
- 2020:** Training course in (Effective Negotiation skills) organized by the Deanship of Skills Development, King Saud University.
- 2019:** Training course in (Practical Methods to Increase Productivity) organized by the Deanship of Skills Development, King Saud University.
- 2019:** Training course in (computer Graphic) organized by the Deanship of Skills Development, King Saud University.
- 2019:** Training course in (Elaborating Tables and Registration Mechanisms) organized by the Deanship of Skills Development, King Saud University.
- 2018:** Training course in (Scientific Publishing in International Journals ISI) organized by the Deanship of Skills Development, King Saud University.
- 2018:** Training course in (Course Specification and Report) organized by the Deanship of Skills Development, King Saud University.
- 2018:** Training course in (Multiple Inelegance in College Teaching) organized by the Deanship of Skills Development, King Saud University.
- 2018:** Training course in (Entrepreneurship Essentials) organized by the Entrepreneurship Institute, King Saud University.
- 2018:** Training course in (Writing Research Plan for Dissertations) organized by the Deanship of Skills Development, King Saud University.
- 2017:** Training course in (Electronic Testing in LMS – Blackboard-) organized by the Deanship of Skills Development, King Saud University.
- 2017:** Workshop (Strategic plan) organized by the Deanship of Library Affairs, King Saud University.

## Seminars, Training Courses and Workshops

**2017:** Training course in (Mind Maps' Applications in College Teaching) organized by the Deanship of Skills Development, King Saud University.

**2017:** Training course in (Course Development) organized by the Deanship of Skills Development, King Saud University.

**2017:** Training course in (SPSS) organized by the Deanship of Skills Development, King Saud University.

**2017:** Training course in (Teaching Excellence) organized by the Deanship of Skills Development, King Saud University.

**2016:** Training course in (Utilizing Problem Solving Approach in Teaching) organized by the Deanship of Skills Development, King Saud University.

**2016:** Training course in (Blackboard) organized by the Deanship of E-Transactions and communications, King Saud University.

**2016:** Workshop (Performance Evaluation) organized by the Deanship of Development Quality and, King Saud University.

**2016:** Training course in (Designing for Electronic Courses Materials) organized by the Deanship of Skills Development, King Saud University.

**2015:** Workshops organized by the Vice Deanship of Quality and Development, King Saud University:

The 1<sup>st</sup> semester: (- the CBA mission awareness, scope of AACSB accreditation-AQ & PQ faculty classification, intellectual contribution profile of faculty member, advanced assurance of learning-closing the loop, AACSB 2003 standards and faculty members' role in accreditation, analysis of course report, AACSB workshop on teaching effectiveness- students engagement).

**2015:** A seminar (Teaching Effectiveness) at the college of Business Administration sponsored by the AACSB international.

**2015:** Workshops organized by the Vice Deanship of Quality and Development, King Saud University:

The 2<sup>nd</sup> semester (workshop for direction to do research and publication, student engagement-flow up, written effective course report, workshop to explore new effective methods of assessment).

**2014:** Training course in (Micro Teaching) organized by the Deanship of Skills Development, King Saud University.

**2014:** Training course in (Course Design and Construction) organized by the Deanship of Skills Development, King Saud University.

**2014:** Training course in (Assessment of Learning Outcomes) organized by the Deanship of Skills Development, King Saud University.

**2013:** Training course in (Teaching Skills Effective) organized by the Deanship of Skills Development, King Saud University.

## Seminars, Training Courses and Workshops

- 2013:** Training course in (Ethics of University Teaching Profession) organized by the Deanship of Skills Development, King Saud University.
- 2013:** Training course in (Talking and Rhetoric Skills) organized by the Deanship of Skills Development, King Saud University.
- 2013:** A seminar (Deployment of Strategic Planning Culture) organized by the Deanship of Development, King Saud University.
- 2013:** A workshop (Distinguish in Teaching; from teaching to learning) organized by the Deanship of skills development, King Saud University.
- 2012:** Attending workshop (data collection and the design of the questionnaire) that organized by the Research Center at the King Saud University.
- 2011:** A seminar (The Secrets of Japanese Management) held at the college of Business Administration.
- 2011:** A workshop (course specification and course report for NCAAA standers) organized by the Deanship of Quality, King Saud University.
- 2010:** A seminar (scientific research and publishing) organized by the Research Center, King Saud University.
- 2010:** Training course in (Women's Self Development Program-SPRINGBOARD) organized by British Council.
- 2010:** A workshop (King Saud University academic programs to achieve the requirements of the beneficiaries) organized by the Academic Affairs Unit cooperation with the Deanship of Skills Development, King Saud University.
- 2010:** A workshop (ethics of university teaching) organized the Deanship of Skills Development, King Saud University.
- 2010:** A workshop (Riyadh Techno Valley-Riyadh Technology Incubator-IP and technology licensing-Innovation Center) organized by the deanship of Scientific Research.
- 2010:** A workshop (Improving Student Learning and Motivation- for Dr: Elizabeth Hammer) organized by the Deanship of Skills Development, King Saud University.
- 2010:** A workshop (Assessing Student Learning- for Dr: Jessica G.Irons) organized by the Deanship of Skills Development, King Saud University.
- 2010:** A workshop (Teaching with Active Learning - for Dr: Elizabeth Hammer) organized by the Deanship of Skills Development, King Saud University.
- 2010:** A workshop (the current situation and future vision) organized by the deanship of Scientific Research - within the Strategic Plan for Educational Graduate Studies project.
- 2010:** A workshop (education: from teaching to learning) organized by Education college and Human Development at the University of Dar Al Uloom.

## Seminars, Training Courses and Workshops

- 2010:** A workshop (National Accreditation institutional requirements -NCAAA-) organized by the Deanship of Quality at the college of Business Administration.
- 2010:** Training course in the (updated sites faculty members-) organized by the Deanship of electronic transactions and communications, King Saud University.
- 2010:** Training course in (the principles of the establishment sites faculty member) organized by the Deanship of electronic transactions and communications, King Saud University.
- 2010:** A workshop (writing skills for authors and researchers- for DR: Rima shelf) organized by the Research Center for Humanitarian Studies Center, King Saud University.
- 2010:** A workshop (Effective Classroom Management) organized by the Deanship of Skills Development, King Saud University.
- 2010:** Training course in (Smart Classroom) organized by the deanship of E-learning, King Saud University.
- 2009:** A workshop (how can you deal with others) organized by Saudi Management Association.
- 2008:** Training course in (Positive thinking) organized by AL-NAFIE center.
- 2008:** A workshop (students within the draft strategic plan for the University of King Saud).
- 2006:** Training course in the (development of communication skills in the dialogue) presented by the King Abdul Aziz Center for National Dialogue.

## Language:

- Arabic
- English

## Honors & Awards

- 2019:** A Thanks- Letter from the Vice Rector for Female Campus for the efforts while working as Vice Chair of the Public Administration Department.

## Honors & Awards

- 2017:** A Thanks- Letter from the Chair Person of the Department of Public Administration for participating in organizing a workshop "The Future Vision of Government Studies majors at King Saud University to keep pace with Vision 2030."
- 2015:** A Thanks- Letter from the deputy of the college of Business Administration for the efforts while working as head of the academic affairs unit.
- 2014:** A Thanks- Letter from the Dean of the college of Humanity Science for the efforts while working at public relations departments.
- 2013:** A Certificate of appreciation by the Dean of the college of Humanity Science for the participation in organizing the first book fair.



## Honors & Awards

- 2013:** A Certificate of appreciation by the Dean of the college of Humanity Science for the participation in organizing the career day.
- 2011:** Best Faculty (T.A.) Award of the college of Business Administration from the dean of college of Humanity Science, King Saud University.
- 2011:** A Certificate of appreciation from the Dean of the college of Humanity Science for the efforts to the Center service.
- 2011:** A Thanks- Letter from the deputy of the college of Business Administration for the efforts while working in the schedule Committee in the CBA College.
- 2009:** A Thanks- Letter from the deputy of the college of Business Administration for the efforts while working in the schedule Committee in the CBA College.
- 2009:** A thanks- Letter from the deputy of the college Business Administration for the efforts while working as coordinator at the College.
- 2009:** A Thanks- Letter from the human resources Club at the college of Business Administration for the efforts.
- 2008:** A Certificate of appreciation for participating in the workshops intended for drafting the strategic plan for the University of King Saud.
- 2007:** Second Honor Graduate, BA, College of Administration Science, King Saud University, Riyadh, Saudi Arabia.

## Skills:

Leadership, Work Creativities, Communication, Resolution Conflict, Time Management, Active Member of Team Work, Work Under Pressure, and Passion of Learning.

## Areas of Interest:

Strategic Management- Organizational Behavior- Decision Making- Administrative Management- Leadership-HR.

## Personal View:

It was a good chance for me to work early in many positions for few years, I found different learning sources available to enhance the growth of my personal experience in terms of dealing with obstacles that may come cross my way. I became more independent, more practical and more reasonable, which eventually will have a positive impact on my way of looking at issues and finding solutions. These years of experience are very beneficial when dealing with various amounts of clients, corporations, projects and partnerships rated from normal to upscale.