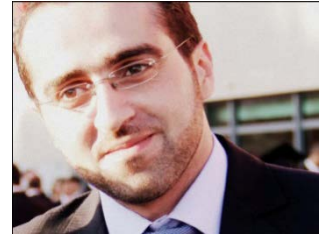


MAHMOUD EL SKAFI

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BACKGROUND

As a lecturer and administrative professional with more than ten years of experience in both fields, I employ a problem-solving and collaborative approach in order to foster continued, results-driven success and cultivate longstanding interdepartmental relationships.



PROFESSIONAL EXPERIENCE

Sep 2012 - present **Beirut Arab University (BAU),
Faculty of Business Administration
Lecturer**



Responsibilities:

- Offering the following Business Administration core courses:
 - BMIS303 – Introduction to Programming for Business Applications;
 - BMIS402 – E-business System Development;
 - BMIS405 – Information Systems Analysis & Design;
 - BMIS415 – Enterprise Data Warehouse.
- Offering the following university electives:
 - ICDL with its seven modules (Computer Essentials, Online Essentials, Word, Excel, PowerPoint, Access, and IT Security);
 - IC3 – Internet and Computing Course Certification with its three modules (Computer Fundamentals, Key Applications, Living Online).
- Demonstrating and applying a thorough and accurate knowledge of the teaching field and discipline;
- Modifying instructional methods and strategies to meet diverse student needs;
- Encouraging the development of communication skills and higher-order thinking skills through appropriate assignments;
- Effectively communicating the subject matter content to students;
- Contributing to the selection and development of instructional materials;
- Establishing and adhering to cogent learning outcomes;
- Maintaining regular office hours to ensure accessibility to students and colleagues;
- Participating in professional activities that contribute to the educational goals of the College and its constituents;
- Fostering and maintaining effective working relationships with students, colleagues, and supervisors.

Sep 2016 – present
Sep 2014 – Aug 2016

Beirut Arab University (BAU), Faculty of Arts
Executive Administrator
Executive Administrator Assistant



Founded in 1960, the Beirut Arab University (BAU) is a private accredited institution for higher education based in Beirut and has since established itself as one of the leading educational institutions in Lebanon. BAU is academically affiliated to Alexandria University in Egypt.

Responsibilities:

- Studying and enforcing the University bylaws, rules, old and new Faculty curricula, old curriculum compensation rules, as well as all related annexed memos;
- Receiving incoming correspondences and presenting them to the Dean.
- Following up on the implementation of the Dean's decision while maintaining relevant records;
- Preparing the Faculty Council agendas, taking minutes of meetings, and following up on the Council's decisions at the Faculty and relevant University administration divisions;
- Notifying the concerned authorities at the University Administration of all data pertaining to academic staff-members, visitors, and part-timers.
- Presenting case studies and academic progress of students, such as transfers, registration transfers, or exemption from courses;
- Following up on course offerings such as timetables, as well as securing classrooms and staff-members.
- Preparing exam-timetables and securing halls for running exams, and preparing semester timetables;
- Participating in running exams and following up on the announcement of results (via internet for CHS);
- Securing the needs of the Faculty (such as furniture, exam stationery, printing and development works, services, cleanliness ... etc).
- Supervising employees and workers at the Faculty; Following up on furnishing the Faculty library and supplying it with up-to-date books and periodicals;
- Following up on Faculty laboratories and their functioning, furnishing, maintenance, and all other relevant aspects;
- Supervising and managing Faculty inventories;
- Preparing the Faculty celebrations and exhibitions;
- Managing the Faculty website as well as the iConnect Admin (Announcements, Emails, Warnings, Graduation Reports);
- Performing SQL Queries and tables for Student Attendance in Faculty of Law;
- Programming (inserting, Deleting, Getting Data, Preparing Students Roster) PDA's for attendance;
- Executing the Banner System (Grade Report, Exam Roster, Student Roster, Class Roster, Student info. Etc.), as well as managing the Faculty Catalogue.

Nov 2006 – Sep 2014 **Beirut Arab University (BAU)**
Administrative Programmer



Responsibilities:

- Faculty of Arts registration (credit system) as well as student academic advising;
- Designing and implementing custom software for the Faculty of Arts including applications for calculating salaries, teaching hours, and student GPAs;
- Utilizing software systems like *Banner* and *Luminus* to design the university online portal and website;
- Maintaining the Faculty computer labs;
- Updating the Faculty's calendar and curriculum.

Oct 2006 – Sep 2006 **Bahaa' Al Hariri Intermediate School**
Administrative Programmer,
Computer Literacy Teacher



Celebrated as one of Saida's best private schools, Bahaa' Al Hariri Intermediate School provides a high quality of academic education that has earned it a place among the best educational institutions in the country.

Responsibilities:

- Designing, facilitating, and teaching the computer instruction component for grades 4, 5, and 6;
- Preparing and executing lesson plans, assigning tasks, and evaluating student work and progress;
- Developing course syllabus, assessing, supervising, and motivating students;
- Promoting safe, effective, and ethical learning environment;
- Using professional discretion and judgment in managing students in a classroom setting;
- Maintaining the school computer labs and making sure that all the software is up-to-date.

Aug 2005 - Sep 2005 **Phoenicia, AeRianta International (PAC)**
Management Information System Programmer



Phoenicia -- AeRIANTA Co. (PAC) was established in 1996 and is a joint venture between the two well-known companies in the field of Duty Free operations, Phoenicia Trading Afro-Asia and AeRianta International. Based in Shannon, Ireland, AeRianta International currently has a very big operation in the Middle East by ARI-ME located in Bahrain and responsible for operation of this region.

Responsibilities:

- Responding to client needs in a timely and professional manner;
- Studying and adapting to the latest technological trends and focusing on improving efficiency;
- Data-entry using the *Navision Attain* software in addition to implementing functions and custom algorithms;
- Proposing effective marketing solutions for the Duty Free area;
- Demonstrating excellent development skills as an unwavering commitment to providing a top quality customer service.

EDUCATION

- Sep 2014 – June 2020 **Ph.D. in Information Technology Department of Mathematics and Computer Science Beirut Arab University (BAU)**
Beirut, Lebanon
- Sep 2008 – Sep 2011 **Master of Science in Management Information Systems (MIS) Beirut Arab University (BAU)**
Beirut, Lebanon
- Sep 2002 – June 2006 **Bachelor of Science in Computer Science Beirut Arab University (BAU)**
Beirut, Lebanon



PUBLICATIONS

- Oct 2022 (anticipated) Skafi, M., Yunis, M. M., & Zekri, A. (2020). Factors Affecting Cloud Computing Adoption: A Literature Review Synthesis and Analysis. *Journal of Big Data*, 2(1), 1-21.
- Apr 2020 Skafi, M., Yunis, M. M., & Zekri, A. (2020). Factors influencing SMEs' adoption of cloud computing services in Lebanon: An empirical analysis using TOE and contextual theory. *IEEE Access*, 8, 79169-79181.
- Nov 2014 Haidar, A., El Hajj, R., and El Skafi, M. (2014). Predicting Global Solar Radiation Using Recurrent Neural Networks and Climatological Parameters. *World Academy of Science, Engineering, and Technology, International Journal of Physical, Nuclear Science, and Engineering Vol:8 No:2*

Journal
of Big Data

IEEE
Access



PROFESSIONAL PRESENTATIONS

- Apr 2017 Skafi, M., Yunis, M. M., & Zekri, A. (2017). Adoption of Cloud Computing as an IT Platform in Lebanese Organizations. Paper presented at the Second Lebanese Conference on Information Systems – LCIS'17, at the LAU Beirut campus and streamed live to the New York Academic Center, where it was awarded “Best Research in Progress.”
- Feb 2014 Haidar, A., El Hajj, R., and El Skafi, M. (2014). Predicting Global Solar Radiation Using Recurrent Neural Networks and Climatological Parameters. Paper presented at the International Conference of Neural Networks, organized by the International Scientific Committee, Barcelona, Spain.



CERTIFICATIONS & WORKSHOPS

- Feb 2021 **AWS (Amazon Web Services) Innovate Online Conference – AI & Machine Learning Edition**, in partnership with Intel. Online non-credit course authorized by Amazon and Intel.
- Apr 2022 **Managing Emotions in Times of Uncertainty & Stress**. Online non-credit course authorized by Yale University and offered through Coursera.
- May 2021 **Data Integration Strategies and Tools**. Delivered by International Experts from Florida State University, funded by the United States Agency for International Development (USAID).
- 2014 **The Enhancement of Staff-members' Teaching Skills**
Faculty of Arts, BAU
- 2013 **ICDL Certification (Completion of all Seven Modules)**
ECDL Foundation, ICDL Lebanon
- 2012 **Time and Stress Management**
EI-Meouchy Education Consultancy, BAU
- 2011 **Personal Productivity & Communication Skills**
EI-Meouchy Education Consultancy, BAU
- 2009 **Certificat de Formation: Administration d'un réseau sous GNU/LINUX**
L'Agence universitaire de la Francophonie (AUF), en partenariat avec l'Université Arabe de Beyrouth
- 2008 **Certificat de Formation: Installation d'un système d'exploitation GNU/LINUX**
L'Agence universitaire de la Francophonie (AUF), en partenariat avec l'Université Arabe de Beyrouth
- 2007 **Cisco Certified Network Associate, CCNA**
Human National Development Center, Hariri Foundation



SOFTWARE

- Windows / Linux OS platforms
- JAVA
- VB.NET
- Visual C++
- ASP.NET
- SQL SERVER
- SQL CE
- Advanced Assembly Language

LANGUAGES

- Arabic: Native proficiency
- English: Bilingual proficiency

INTERESTS

Gaming, football, basketball, billiards, and swimming.