

# Badredden Mohamed Salem

Mobile : +218914885299 - +218926096595  
[Badr.m.salem@gmail.com](mailto:Badr.m.salem@gmail.com) [B.salem@uot.edu.ly](mailto:B.salem@uot.edu.ly)

## Managing Director/ faculty professor/ public speaking & HR trainer

*Managing / consulting / developing*

- **A thriving Faculty member of Tripoli University** - it is the national the university of Libya with over 75 thousand students.
- **Implementing and executing** various projects with Tripoli university and with spark organization while paying excellent attention to technical skills Especially effective in the development and use of supportive skill.
- **Uniquely qualified** in having worked in a variety of sectors in the Libyan government which allows a more insightful look into the Libyan systems hierarchy wise, ethics wise, along with sensitivity towards culture and diversity.
- **A creative and initiative administrator** offering over **10 years'** experience in the areas of managing, negotiating, developing, creating agreements with foreign educational bodies, and supervising.
- **A compass and co-founder of** The Learner's horizon for training and educational services.
- **An excellent communicator** fluent in Arabic ,Swahili and English . very skilled in Utilizing a variety of analytical techniques and adjusting work procedures for maximum efficiency in three different languages.

### Core Competencies

Creative Thinking, Problem Solving, Brainstorming, Idea Development, Analytical Thinking, Critical Thinking, Decision-Making, Risk Assessment, Mediation, Conflict Resolution, Budgeting, Efficient Employee Management, Cost Analysis, Negotiation, Communication, Delegation, Attention to Detail, Networking, Empathy. Adobe Creative Suite, HTML/CSS, Social Media, Content Management Systems (CMS), Non-

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Verbal Communication, Emotional Intelligence, Active Listening,  
Reliability.

## Career Progression

**Administrator**  
Ministry of agriculture

**2011 – 2017**

- Supervising administrative staff, including secretaries, on a daily basis;
- Delegating work and ensuring its timely completion;
- Conducting interviews for office staff and inducting new employees;
- Assisting office staff in maintaining files and databases;
- Preparing reports and presentations;
- Scheduling and taking minutes for upper level meetings and appointments;
- Managing office supply inventory for the organisation;

**Faculty member**  
**Tripoli University**

**2017- present**

- Apply appreciative inquiry model and management skills toward consistently achieving institutional goals regarding student support services, curriculums design, and staff training.
- Led, mentor and motivate a cross-functional, 20-member team, with a strong focus on optimizing productivity, efficiency, and performance.
- Direct the preparation and maintenance of detailed and comprehensive reports, records, and files regarding programs, operations, and activities.
- Strategically allocate, monitor and control budget expenditures to maximize use of resources while controlling costs.
- Responsible for scheduling, collaborate with staff members to establish educational goals, evaluate curricula effectiveness through program review, while developing and implementing best practice policies and procedures.
- Created and implemented long-range plans for improving achievement levels.
- Teach engaging and educational classes, present lectures, conduct workshops, and participate in other activities to further educational goals.

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- Take shared responsibility for the development of project operational work plans and to ensure alignment of project activities and budget spend
- Lead in the development of periodic or annual output work plans as scheduled by the Consortium Leader
- Develop and manage the relationships with the Ministry of Primary and Secondary Education ( MoPSE) and other critical stakeholders to assure program results
- Provide hands-on technical assistance and coaching to the organization's staff and partners
- Provide technical leadership to operational teams through strategic planning, and monitoring of the approved IGATE programme activities
- Build the capacity, provide technical backstopping and support the monitoring of operational staff working collaboratively with consortium partners and stakeholders
- Contribute to, utilize and adapt learning from monitoring and evaluation process to inform program adaptation, contribute to research and learning. Participate in the development of quality assurance, monitoring and evaluation tools and process, ensuring effective standards of practice for improving the impact

### **Educational Qualifications**

<b>Master's Degree in Swahili language</b> The open university of Tanzania	<b>2012-2013</b>
<b>Bachelor Degree in African Languages</b> Tripoli University	<b>2006-2010</b>
<b>Certificate in design led strategy</b> The university of Sydney, Australia	<b>2020</b>
<b>Certificate in marketing in a digital world</b> University of Illinois. USA	<b>2020</b>
<b>Tricky English grammar</b> University of California	<b>2020</b>
<b>Certificate in international leadership and organizational behavior</b> University of Bocconi, Italy	<b>2020</b>
<b>Mini MBA. Libyan castle human development</b> Tripoli, Libya	<b>2018</b>
<b>C2 level of English</b>	<b>2021</b>

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The learner centre, Tripoli, Libya

### Professional Trainings

- First Aid certification, Red Cross
- PMP Certification – certification for project managers
- ESL Certifications – certification in English
- A+ certification – certification in IT field
- FEMA certification - Emergency Management certification

### Personal Details

**Date of Birth** : 18<sup>th</sup>/ Nov/1983  
**Nationality** : Libyan  
**Languages** : Fluent in Arabic ,English, and Swahili

***References available upon request***

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