

Hoda Noaman

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Objective

Assistant Lecturer at a reputable academic institution (New Cairo Academy) where I can leverage my strong academic background—holding a Bachelor's degree in Business Administration and a Master's degree in Financial and Investment Management from Helwan University—. My goal is to contribute to academic excellence by combining theoretical knowledge with practical applications and utilizing modern educational tools such as SPSS, Excel, and PowerPoint. I also possess hands-on experience in academic quality assurance, which has strengthened my ability to support accreditation processes, enhance institutional performance, and uphold academic standards. I bring strong communication, analytical, and leadership skills, and I am committed to continuous development, student engagement, and impactful research in business, finance, and education.

Experience

- New cairo academy** -
Teaching assistant

Assisting in delivering undergraduate courses in Business Administration.

Supporting students in academic and research-related tasks.

Participating in departmental academic activities
- E3mel Business Academy** -
Training coordinator

Planning, organizing, and coordinating training programs.

Communicating with trainers and trainees to ensure smooth delivery.

Monitoring training outcomes and feedback.
- E3mel Business Academy** 2022 -
Digital Marketing Specialist

Managed digital marketing campaigns across social media platforms.

Created and scheduled content to promote courses and programs.

Analyzed campaign performance and optimized engagement strategies.
- E3mel Business Academy** 2021 -
Team Leader

Supervised and supported a team of junior staff.

Delegated tasks and ensured timely project delivery.

Collaborated with departments to improve workflow.
- Delta International Academy** 2021 -
Lecturer

Delivered business-related lectures to undergraduate students.

Prepared teaching materials and assessments.

Provided academic support and mentorship.

- **Al-Haramain Company** 2020 -
Accountant
- Recorded financial transactions and maintained accounting records.
- Assisted in preparing monthly financial statements.
- Coordinated with auditors during financial reviews.

Education

- **Helwan University** 2019
Bachelor of Commerce – Major in Business Administration
88%
- **Helwan University** 2015
Master of Business Administration – Specialization in Finance and Investment
- **Helwan University** 2024
TOEFL Certificate
- **Helwan University** 2025
Digital Transformation Certificate
- **British Institute** 2019
English Language Course
- **British Institute** 2020
ICDL (International Computer Driving License)

Skills

- Academic Research & Writing – Skilled in conducting literature reviews, analyzing data, and preparing academic papers.
- Teaching & Presentation – Experienced in delivering lectures, preparing course materials, and engaging students effectively.
- Microsoft Office Suite – Proficient in Word, Excel, PowerPoint, and Outlook.
- Statistical Analysis – Basic knowledge of SPSS and Excel for business and financial data analysis.
- Digital Communication – Comfortable using Zoom, Microsoft Teams, Google Workspace, and LMS platforms.
- Team Leadership – Proven ability to lead teams, manage tasks, and coordinate with diverse stakeholders.
- Social Media & Digital Marketing Tools – Familiar with platforms like Meta Business Suite, Canva, and content planning.
- Time Management & Organization – Strong ability to manage multiple responsibilities in academic and administrative roles.
- Bilingual Communication – Fluent in Arabic (native) and English (very good in writing and speaking).
- Organizational & Leadership Skills Time management and multitasking under pressure Team leadership experience in academic and corporate settings Training coordination and event planning High attention to detail and professional integrity
- Communication Skills Excellent verbal and written communication in Arabic and English Ability to present complex ideas clearly to diverse audiences Strong interpersonal and teamwork capabilities

Activities

- Academic Quality Assurance Contributions Successfully introduced motivational elements into the company's training curriculum to enhance staff engagement and performance. Collaborated with cross-functional academic teams to align training initiatives with university strategic goals, supporting the achievement of KPIs. Led and organized the Quality Assurance Department at the university, contributing to operational efficiency and adherence to required quality standards. Managed the university's preparation for external inspections by the Ministry of Higher Education, resulting in positive evaluations. Designed and implemented new procedures to promote a culture of continuous quality improvement across various departments. Played a key role in enhancing the internal quality management system, contributing to the university's academic accreditation success. Supervised the preparation of reports, data analysis, and documentation required by quality and accreditation authorities. Developed innovative solutions to address quality challenges and implemented

performance improvement plans. Received formal recognition and appreciation from university leadership and the Ministry of Higher Education for outstanding contributions to quality assurance.

Published Research

- هدى أبو نعمان عبدالفتاح. (2025). تحليل العلاقة بين الآليات الداخلية للحكومة و تكاليف الوكالة. المجلة العلمية للبحوث والدراسات التجارية، 39(3)، 87-133.