Habiba HAMID

Nationality: Ugandan
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PERSONAL PROFILE

A very hardworking, competent, ambitious and reliable person; with high sense of maturity while handing assigned tasks. In addition to my excellent inter-personal skills, I am self-motivated, productive, and able to work under pressure with minimal supervision. With close to 3 years' worth of experience in multi-culture International/Humanitarian organizations and Higher Institution of learning in fields of Administration, Research, Information and Communication Technology, I work well with others (team) to achieve set objectives and deliverables on time. Curious to learn, I am always willing to take up new challenges.

COMPETENCIES

Strong research, analytical and drafting skills, events coordination/ implementation, administrative coordination, good knowledge of social networks, writing and editing diverse content (short web articles, essays, etc.) and excellent knowledge of human rights, United Nations and development policy,

WORK EXPERIENCE

Islamic University in Uganda *Mbale, Uganda*
Lecturer/Researcher (February 2015 - Date)

- Delivering lectures, seminars and tutorials;
- Assessing students' coursework; setting and marking exams; supervise research works.
- Undertaking personal research projects and actively contributing to the institution's research profile; through research publication.
- Carrying out administrative tasks related to the department, such as student admissions, induction programmes and involvement in committees and boards;
- Representing the institution at professional conferences and seminars, and contributing to these as necessary;

Humanitarian Initiative Just Relief Aid-HIJRA *Kampala, Uganda*
Information and Communication Technology Intern (June 2015 – Dec 2015)

- Provide technical support to staff.
- Write, edit and publish monthly news bulletins.
- Perform any other duties as required

Knowledge Language Centre (KLC) *Kuala Lumpur, Malaysia*
English Tutor (December 2012-May 2014)

- Providing support to children through reading and writing on an individual, class or small group basis

- Giving extra help to children with special needs or those for who English is not their first language.
- Helping develop programmes of learning activities and to adapt appropriate materials

International Islamic University Malaysia *Kuala Lumpur, Malaysia*
Research Assistant (January 2013 – February 2014)

- Supervise undergraduate students working on the research project
- Attend project meetings, seminars and other meetings as necessary.
- Prepare progress reports.
- Prepare other articles, reports, and presentations

Fugee School, Kuala Lumpur Malaysia *Kuala Lumpur, Malaysia*
English Tutor (March 2013- February 2014)

- Providing support to children through reading and writing on an individual, class or small group basis
- Giving extra help to children with special needs or those for who English is not their first language.
- Helping develop programmes of learning activities and to adapt appropriate materials

Islamic University in Uganda *Mbale, Uganda*
Teaching/ Research Assistant (January 2011- September 2012)

- Deliver a range of teaching and assessment activities.
- Contribute to the development of appropriate teaching materials to ensure content and methods of delivery meet learning objectives.
- Participate in the assessment process, using a variety of methods and techniques and provide effective, timely and appropriate feedback to students to support their learning.
- Participate in the supervision of practical work, advising on skills, methods and techniques to assist the transfer of knowledge.
- Contribute to the development and design of the curriculum, in a manner that supports a research led and scholarly approach to student learning.
- Undertake administrative duties as requested by the Head of Department.

United Nations High Commissioner for Refugees UNHCR *Arua, Uganda*
IT Intern (June 2009- September 2009)

- Assist the office in setting standards for applications that meets the needs of the users and supports the overall Information Technology.
- Monitor and maintain the LAN (Local Area Network)
- Assist with the installation of software packages, basic repair/maintenance of all computer hardware in the office and where required implementing partners.
- Train UNHCR staff on email operation system usage of MS Office and other in-house software/database.
- Assist in the installation and troubleshooting of CISCO VOIP phones.
- Maintain the inventory of IT equipment.

EDUCATION:

Msc. in Information Technology, *International Islamic University Malaysia (2012-2014)*
• **Key courses:** Project and Change Management**,** Enterprise Integration**,** IT policy and Strategy, System development methodologies, Data Management, Research Methodology.
Dissertation topic: *Users' Awareness Of and Perception on Information Security Issues.*

Bsc. in Information Technology, *Islamic University in Uganda (2007-2011)*
• **Key courses**: Project planning and management, Entrepreneurship and business, business Intelligence and Data warehousing, Research design and implementation, Systems analysis and design, etc

PUBLICATIONS:

- Evaluation of Users' Awareness and Their Reaction on Information Security (IEEE Publications,2015)
- Users' Awareness Of and Perception on Information Security Issues: A case study of Kulliyyah of ICT Postgraduate Students International Islamic University Malaysia (IEEE Publications, 2014)
- MyMosqueNet2Cloud Collaborative System: A network of mosques towards eradicating poverty in Malaysia (AASRC Journal,2013)

TRAININGS / CERTIFICATES

- **British council:** International English Language Testing System-2012
- **UNHCR Course:** Protection Induction Programme – *2009*
- **UNHCR Course**: Basic Security in the field-Staff Safety– *2009*
- **UN Course:** Prevention of Harassment, Sexual Harassment and Abuse of Authority in the work place **–** *2009*

HOBBIES

- Travelling.
- Reading
- Making new friends.

REFEREES

1. **Dr. Adnan A. Adikata**

Director Islamic University in Uganda (IUIU)
Kampala Campus
Email: mahbub22@hotmail.com
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2. **Dr. Akram M. Zeki**

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