




MOHAMMED KH YASSEEN

Director of E-Learning

 Muscat, Oman

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PROFILE

Director of E-Learning with over 14 years of experience in learning technologies and platforms; staff training and development. Works in a multinational reputed university college. Leads the E-Learning team to train, support, and provide a seamless and engaging online teaching and learning environment.

CORE COMPETENCIES

- Team player and goal-oriented
- Knowledge Enabler
- Learning Technology Expert
- Self-learner and Knowledge Seeker
- Brilliant Conflict Resolution skills
- Great Active Listening skills
- Excellent leadership skills
- Outstanding communication skills
- Excellent strategic thinking skills
- Organized with a great sense of ownership
- Patient, consistent, and dedicated

PROFESSIONAL EXPERIENCE

2018 - Present

Director of E-Learning | *Majan University College*

- Enabled a seamless and agile transition from the regular on-campus classes to fully operational and engaging online-campus in a timely manner during the COVID19 crisis resulted in no downtime in learning and teaching at the college
- Led a team providing training and support for over 60 lecturers, helping them adapt their teaching methods to fully online teaching during the COVID19 pandemic
- Developed an e-learning policy and procedures that govern the online teaching activities at the college and supervised its implementation
- Developed and provided lecturers and students with training and technical support needed to fully utilize and benefit from the virtual learning environment based on Moodle
- Continuously exploring, testing, and providing necessary training for new plugins, apps, and tools that empower lecturers and students and enrich the online teaching and learning experience
- Maintaining high online engagement rate for the students and lecturers through weekly activities and contests
- Providing technical advice and system analysis, identifying the online teaching requirements and methodologies, reviewing and reporting on the performance, quality, and engagement rates of the online learning system
- Writing periodic reports for statistics of different online learning activities, engagement rates, most active courses, and resource utilization to line manager and senior management
- Promoting new trends, tools, and best practices for asynchronous and synchronous online learning
- Developing resources and activities for the online student induction that serves over 300 students every semester
- Conducting most of the IT-related courses for the college's professional development

Learning Technology Advisor | Majan University College

- Managed and configured the college’s virtual learning environment based on Moodle that serves over **4500** users and hosts over **350** active course pages. Conducted each class in a detailed and structured manner, with student growth and understanding as the main goal
- Administered the lecturers and student enrollment and access to courses and resources on the virtual learning environment.
- Provided training and technical support in using Turnitin (plagiarism detection service). Turnitin serves **100%** of the submitted assignments for all the undergraduate students.
- Trained and supported lecturers to use Google Chromebooks and its apps to have an innovative, collaborative, and engaging learning and teaching experience.
- Managed and maintained e-learning assets and allocating them to lecturers to facilitate using technology in teaching.
- Developed tutorials and multimedia learning resources.
- Provided technical support and guidance to lecturers and students.
- Webmaster for the official college website.
- Managed the intranet platform for the college based on Microsoft SharePoint Online.
- Planned and conducted inductions and training sessions for academics, staff and students.
- Designed instructional and guidance brochures, booklets, and tutorial documents.
- Managed the college’s official social media channels.

EDUCATION & TRAINING

MSc Information Management and Security <i>University of Bedfordshire</i>	2013
BSc Computer Science <i>Al-Ma'moon University College</i>	2006

LANGUAGES

- English: Fluent

References available upon request