



# Asef Abou Latif

Lecturer & trainer | Educational Management |  
Human Development | HRM  
Penang, Malaysia | +601169678993

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## EXPERIENCE

### RESEARCHER & LECTURER IN PRACTICAL EDUCATION

DAMASCUS UNIVERSITY

*(Jan 2015 – Now)*

- Research in the field of educational planning and management, human resources.
- Giving lectures and training students in the field of practical education.
- Lecturer in comparative education.

### ASSISTANT DIRECTOR OF ADMINISTRATIVE DEVELOPMENT

THE SYRIAN MINISTRY OF EDUCATION.

*(November 2016 – December 2021)*

- Preparation of administrative structures, internal systems, and human resources systems
- Designing training programs and packages
- Human resources training

### HEAD OF ADMINISTRATIVE DEVELOPMENT DEPARTMENT, DIRECTORATE OF ADMINISTRATIVE DEVELOPMENT

SYRIAN MINISTRY OF EDUCATION.

*(November 2015 – November 2016)*

- Preparation of the employee evaluation system
- Preparing and implementing a system to simplify administrative procedures.
- Preparing the job ranking system.

## EDUCATION



DAMASCUS UNIVERSITY  
*Ph.D. in Comparative Education  
and Educational Administration*  
2018



*Master in Strategic planning for  
human resources*  
2015



*Bachelor of Education in  
Educational Management and  
Planning*  
2006

## COURSES

TRAINING OF TRAINER  
MINISTER OF ADMINISTRATIVE  
DEVELOPMENT  
2021

ATTENDED MANY COURSES WITH UNCIF  
AND OTHER INSTITUTES SPONSORED BY  
THE EDUCATION MINISTRY.  
2018

## SCIENTIFIC CONFERENCES

*National Conference on  
Administrative Reform in the  
Syrian Arab Republic  
Ministry of Development  
Participant 2021*

*Educational Development  
Conference in the Syrian Arab  
Republic  
Ministry of Education  
Researcher 2019*

*Innovative solutions to the  
problems of  
Syrian business organizations  
Private University of AL SHAM  
(ASPU)  
Researcher 2018*

## HEAD TEACHERS AFFAIRS DIVISION

SYRIAN MINISTRY OF EDUCATION

*(April 2008 – November 2015)*

- Supervision of teachers' recruitment and movement in Syria governors
- Supervision of exams and planning director
- Planning Coordinator in the Directorate of Secondary Education
- Coach in the Childhood friend school program with UNICEF

## REFERENCES

Dr. Mohammed Hallak  
Damascus University  
+963940621621

Dr. Ebtisam Nasief  
Damascus University  
+963991629664

## Published Research

Date Journal

2015 Journal of The Union of Arab  
Universities for Education and  
Psychology

2015 The University of Damascus Journal

2017 Journal of the Union of Arab  
Universities for Education and  
Psychology

2017 The University of Hama Journal

2018 Al - Baath University Journal

2018 The University of Damascus Journal

2020 The University of Damascus Journal

Title

The Role of Material and Moral Incentives in  
Improving the Performance of Workers in The Syrian  
Ministry of Education.

Strategic Planning Skills for School Principals for  
Secondary Education

Training Needs for Professional High School Principals  
in Damascus

The reality of administrative training and the  
requirements for improvement in the Syrian Ministry of  
Education

Obstacles to Administrative Training in the Central  
Administration of the Syrian Ministry of Education

The reality of knowledge management and its  
application requirements in the central administration  
in the Syrian Ministry of Education

Organizational culture and its role in improving  
employees' quality of administrative performance in  
the Syrian Ministry of Education, Central  
Administration.