



ASMA Y. SULAIMAN

MANAGER OF PLANNING DEPARTMENT

Profile

During more than 10 years I learned from my job the true meaning of teamwork, brainstorming, and self-learning. I learned how to balance work time with fun time. I have acquired excellent skills by communicating with vary stakeholders, answering their queries regarding the Quality Assurance and strategic and operational planning. I became distinguished with many skills, such as being hardworking, good communicator that helped me achieve quality both personally and professionally.

Work Experience

Manager of Planning Department

2023

Libyan International University

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2025

- Develop and oversee the university's comprehensive planning process, ensuring alignment with strategic goals across all departments and programs.
- Collaborate with key stakeholders to gather input and feedback, and facilitate planning meetings and workshops.
- Analyze data and trends to identify improvement areas and support informed decision-making.
- Create and maintain planning templates, tools, and a monitoring system to track progress and address challenges.
- Coordinate annual operational planning, ensuring consistency with the overall strategic plan.
- Provide training and support to staff on planning best practices, and ensure compliance with university policies and regulations.

Manager of Quality Assurance Office

Libyan International University

2017

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2023

- Led data strategy management initiatives, ensuring compliance with accreditation standards.
- Developed and implemented university-wide quality assurance strategies.
- Supervised and contributed to internal and external evaluation processes for academic programs.
- Provided training and operational oversight to improve workflow efficiency and outcomes.
- Contributed to the development and update of the university's strategic plan.

Quality Assurance Coordinator

Libyan International University

2013

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2017

- Working with the wider development team.
- Manage website design, content, and SEO Marketing, Branding and Logo Design

Pharmacist

Many private pharmacies


2013

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2021

- Dispensed medications and provided patient counseling on drug therapies.
- Managed pharmacy operations and maintained regulatory compliance.

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 Alsudan Street, Bohdaima,
Benghazi - Libya.

Education

Master of Healthcare Management-
Libyan International University LIMU
2022 - 2025

Bachelor of pharmaceutical
sciences- Benghazi University
2006-2012

Skills

- Interpersonal communication skills.
- Problem-solving skills.
- Leadership skills.
- Management Skills.
- Computer Skills
- Academic Research

Language

Arabic: Native

English: Intermediate level

References

Mustafa M. KHALIFA

Manager, Graduate Studies

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