



Hajar MAZOUZ

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EDUCATION

Eastern Mediterranean University (EMU), Faculty of Business and Economics Ph.D. candidate, Business Administration program	Famagusta-North Cyprus, Turkey 2019-2022
HEM Business school/Jean Moulin LYON 3 School Master's degree in Management and Corporate Finance	Casablanca, Morocco 2012-2014
HEM Business School Bachelor's degree Business Administration	Casablanca, Morocco 2009-2012

PROFESSIONAL EXPERIENCE

Eastern Mediterranean University (EMU), Faculty of Business and Economics Research and teaching assistant	Famagusta-North Cyprus, Turkey 2020-Present
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- Preparing course material including lectures, exams, and homework
- Planning and implementing tutorial sessions' curriculum
- Performing administrative duties

Academic year	Level	Semester	Course name	Weekly hours (Theory and application)
2021-2022	Ph.D.	Spring	Microeconomics	1
2021-2022	Undergraduate	Spring	Operations management	2
2021-2022	Undergraduate	Fall	Operations management	2
2021-2022	Undergraduate	Fall	Introduction to information technology	2
2020-2021	Undergraduate	Spring	Introduction to information technology	4
2020-2021	Undergraduate	Fall	Introduction to information technology	2

The Technical Institute of Administration and Management (ITAG) Part-time instructor	Benslimane, Morocco 2018-2020
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- Preparing course material including experiments, lectures, exams, homework, and problem-solving cases
- Supervising students' final projects
- Assisting curriculum development
- Planning and implementing workshop programs
- Assisting jury members to evaluate the graduation projects of bachelor's degree students

Academic year	Level	Semester	Course name	Weekly hours (Theory and application)
2019-2020	Undergraduate	Fall	Introduction to financial analysis	1,5
2019-2020	Undergraduate	Fall	Introduction to financial analysis	1,5
2019-2020	Undergraduate	Fall	Companies' creation procedures	1,5
2019-2020	Undergraduate	Fall	Time and project management (Workshops)	1,5
2018-2019	Undergraduate	Fall	Introduction to quality management	1,5

2018-2019	Undergraduate	Fall	Time management (Workshops)	1,5
2018-2019	Undergraduate	Fall	Job's research techniques (Workshops)	1,5
2018-2019	Undergraduate	Fall	Introduction to human resources management	1,5

Taiba Private school (Primary and Secondary Education)

Casablanca, Morocco

Quality Manager

2016-2018

- Implementing a total quality management system based on ISO9001 standards
- Introducing the HACCP management method to the canteen service
- Carrying out job descriptions and checklists for the whole staff of the school
- Managing quality recording printouts (Creation, Distribution, and Storage)
- Making management reviews for the executive management
- Setting up a customer complaint tracking system
- Setting up a detailed action plan for the different projects of the school
- Developing and implementing a communication strategy and CRM system that contributed to the 8% increase in enrollment per year
- Operational management control (implementation of dashboards and KPIs for activity monitoring)
- Developing a prospecting basis for the top management (sector analysis, competitive analysis)
- Developing the annual training plan (Studying training needs, contacting partners and trainers)

Moroccan Research and development association

Casablanca, Morocco

Project Manager Assistant (Internship)

2015

- Leading a national study that concerns the state of innovation in Moroccan companies (500 companies)
- Updating research databases
- Administering questionnaires
- Treating data, analyzing results, and preparing reports

L'Oréal Paris

Casablanca, Morocco

Management control assistant (Internship)

2014

- Creation of a summary dashboard of sales incentives
- Customer profitability analysis
- Participation in the preparation of the 2015's budget
- Implementation of a balanced scorecard within the management controlling service

SKILLS AND INTERESTS

-Managerial skills: Leadership, Teamwork, Problem-solving, Analytical skills, Project management, Change management, Quality management, Strategic management.

-Academic skills: Instructional competencies, Data and Statistical analysis, Time series analysis, Panel data analysis, qualitative analysis, report generation, and display.

-Languages: Arabic (Native), French (Fluent), English (Fluent, Toefl Ibt=75, November 2019), Turkish (Moderate).

-Technical skills: Pack office, Prezi, STATA, Nvivo, SPSS, SmartPLS

-Interests: Reading, Writing, Jewelry design, Embroidery, Gardening, Sport, Photography, Healthy gastronomy, Organic cosmetics.

VOLUNTEERING ACTIVITIES

The Humanitarian Association ATAA FOUNDATION

Casablanca, Morocco

Member of the committee in charge of women and children's projects
500 beneficiaries

2018-Present

Student Renewal Organization- Medical caravan "the Loyalty"

Children animation program Manager, medications collection volunteer
400 beneficiaries

Taounat, Morocco

2018-2019

The king Mohamed VI Foundation of cancer prevention and treatment

Volunteer in psychological support team at the children oncology center

Casablanca, Morocco

2016-2017

Summer Academy of future leaders 7th ed.

Program Manager and Competition Coordinator for the BestProject Competition

Rabat, Morocco

2014-2015

(200 laureates)

HEM business school's student office
Conferences and seminars organization

Casablanca, Morocco
2013-2014

National forum of future leaders 4th ed.
Coordinator and communication manager

Casablanca, Morocco
2013-2014

REFERENCES

Assoc. Prof. Dr. EMRAH ÖNEY, Vice-chair, Department of Business Administration

Eastern Mediterranean University (EMU), Famagusta, North Cyprus, Turkey
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Prof. Dr. CEM TANOVA, Professor (Associate), Department of Business Administration

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Pr. Laila Ward Berrada, Director of the HEM Casablanca Campus - Doctor of Human Resources

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Mr. Said Berrady, Principal

The Technical Institute of Administration and Management (ITAG), Benslimane, Morocco