

AFZAL SAYED MUNNA

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PERSONAL STATEMENT

My motivation for teaching is based on the commitment to help others and the belief that teachers can change and transform minds. I have been engaged with education, development, training, and community throughout my life. I have developed confidence in educating people of all ages, and in different areas of knowledge including business and learning skills. I have also experience working with organizations at managerial level, which has built my skills in problem solving, time management and the ability to work independently. I am also committed to personal learning and development.

WORK EXPERIENCE

Dates

External Examiner Taught Programmes

Cardiff Metropolitan University

November 2022 – Present

Programme & Module External Examiner, FdA Business Management

University of Hertfordshire

July 2022 – Present

External Examiner, Foundation, BA (Hons), MA and MBA – Business and Hospitality Management

London Metropolitan University

October 2021 – Present

Duties include:

- Confirmation that the assessment process is conducted in accordance with the University's Academic Regulations, the approved scheme regulatory frameworks, and course specific regulations.
- Confirmation that students have been assessed fairly and have been judged on whether they have achieved the aims and learning outcomes of the course as stated in the course specification and the University's general educational aims.
- Confirmation that the range of marks given by internal examiners to students fairly reflect the standards of those students' performance, having regard to standards elsewhere in UK higher education.

Digital Learning and Teaching Leads, Lecturer (Undergraduate Business) and Supervisor, Research Ethics Review Committee

University of Sunderland in London

September 2021-Present

Duties include:

Deliver, support, and monitor teaching at both undergraduate and postgraduate level. Contribute to curriculum development of designated modules across programmes as appropriate. Assisting the Senior Lecturer/Programme Manager (UG Business) with the development and promotion of teaching and related research and external engagement activities.

Lecturer, and Academic Coordinator (CertHE, BABM & BALM)

University of Wales Trinity Saint David, London

June 2019- Present

Duties include:

Responsible for the implementation and administration of all aspects of the academic and administration programme, including the management of the lecturing team and their performance.

Also incorporates the following:

- Ensuring that high quality programme is delivered in line with the university guidelines and syllabus
- Observation and support of the lecturers, ensuring that their performance is of the highest possible standard so that the students derive the maximum benefit from their course
- Ensuring the implementation of Performance Review and Development Programme (PDR) by every lecturer
- Ensuring the preparation, co-ordination, and delivery of standardised Lesson Plans and Schemes of Work
- Ensuring that lessons and activities are integrated to provide a homogenous and meaningful programme
- Ensuring the safety and welfare of all students and staffs

Associate Professor (Senior Lecturer)

Richmond, The American International University London (A Kensington College of Business Partnership Programme)

September 2020- June 2021

Associate Lecturer

Bath Spa University

September 2020-May 2021

EDUCATION & PROFESSIONAL QUALIFICATION

PhD in Education

2016-2025

University of Bath, United Kingdom

Professional Doctorate [DProf]

2022-2028

University of Sunderland, United Kingdom

Fellowship in Research

From 08/08/2013 – 01/03/2014

Institute for Learning (IfL) in Conjunction with ESRC Research Centre on Skills, Knowledge, and Organisational Performance (Skope), University of Oxford

Concentration:

Research and publication skills; provide opportunities for demonstrating significant contributions to FE; extend and enhance the professional status of experienced; and provide significant opportunities (through comparative research) for the identification of 'smarter' approaches to the design and performance management.

Post Graduate Certificate in Educational Studies

University of Bath

July 2022

Master in Management (MIM)

2020-2022

Eurasian Management and Administration School (EMAS Business School), Moscow, The Russian Federation

Master of Business Administration (MBA), Marketing

2009-2010

University of Wales Institute Cardiff, United Kingdom

Professional Diploma in Business Management & Marketing (BMM)

April 2009

London Centre of Marketing, London

Professional Diploma in Shipping Leading to Fellowship (FICS)

April 2007

The Institute of Chartered Shipbroker (ICS), London

Master of Business Administration (MBA), Marketing & Int. Business

2005-2006

International Islamic University Chittagong, Bangladesh

Advanced Certificate in PC Application (APA)

October 2003

NIIT, Beximco System Limited, Dhaka, Bangladesh

Bachelor of Business Administration (BBA), Marketing

1998-2002

Queens University, Dhaka, Bangladesh

PROFESSIONAL TRAINING

- Professional Development Course for External Examiners, Higher Education Academy (AdvanceHE), June 2022 – No Expiration.
- Intrapreneurial Knowledge Exchange Enterprise Pathway (IKEEP) Experience Award, SETsquared Partnership, May 2021 - No Expiration.
- Intrapreneurial Knowledge Exchange Enterprise Pathway (IKEEP) Training Award, SETsquared Partnership, April 2021 - No Expiration.
- Level 4 Award in External Quality Assurance of Assessment Processes and Practice (QCF), January 2019 - No Expiration.
- Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Process and Practices (QCF), August 2016 - No Expiration.
- Blended Learning Essentials: Getting Started. University of Leeds, August 2016 - No Expiration.
- Level 4 Award in the Internal Quality Assurance of Assessment Process and Practice (QCF), August 2016 - No Expiration.
- Level 3 Certificate in Assessing Vocational Achievements (QCF), May 2015 - No Expiration.
- Diploma in Teaching in the Lifelong Learning Sector (DTLLS, Level-5), June 2013 - No Expiration.
- Award in Preparing to Teach in the Lifelong Learning Sector (PTLLS, Level-4), November 2012 - No Expiration.
- Foundation Diploma in Shipping: Liner Trades, August 2007 - No Expiration.
- Certificate on Microcredit Management, May 2003 - No Expiration.

- Certificate on Spoken and General English Proficiency, February, 2001 - No Expiration.

SKILLS AND QUALITIES

1. Proficient in the use of Microsoft Office and related programs, such as MS Word, Excel, MS Access, PowerPoint and the Internet.
2. Keep self-motivated under pressure, high adaptability to all kinds of environments, good interpersonal and organisational skills and the willingness to learn and constantly enhance myself.
3. Bilingual and expert user in English, Bengali and Hindi.

INTERESTS

Writing poetries and performing in stage drama. Volunteer work and relief work.

PUBLICATIONS

Please refer to the separate sheet.

REFERENCES

Available on request.