

Contact

bmorjan@gmail.com
966504611446

Skills

Executive Leadership & Management — Expert
Strategic Planning & Institutional Performance Development — Advanced
Business Development & Marketing — Advanced
Human Resources Management & Development (HRMD) — Expert

Languages

Arabic Language — Native

My profile online

Scan the code to visit my profile on the university website.

BISHARAH AHMED BISHARAH MARJAN

Executive Director

Graduate of Islamic University of Minnesota — Master's degree, 2026

Summary

Expert in Executive Management, Business Development, and Human Resources Development, with over 25 years of leadership experience in managing administrative and operational processes and building organizational structures and policies. I possess a proven track record of steering organizations toward achieving their strategic goals by translating visions into measurable action plans, efficiently directing resources, and governing Key Performance Indicators (KPIs) to ensure growth and sustainability. Holds a Master of Business Administration (MBA) (2026), a Bachelor's degree in Business Administration, and is a Certified HR Trainer.

Work Experience

Executive Director — 2019–Present

Medad for Charity Development

- Directing executive operations and supervising administrative and operational processes to support the achievement of institutional goals.
- Preparing and monitoring operational and development plans, translating strategic directions into actionable and trackable programs and initiatives.
- Leading marketing activities, service development, and expanding opportunities to reach beneficiaries, clients, and partners.
- Developing work procedures and execution methods to enhance performance efficiency and improve service quality.
- Monitoring workflow, identifying operational challenges, and proposing appropriate solutions and corrective actions.
- Supporting business development, partnerships, and initiatives aligned with the company's goals and directions.

Follow-up and Development Manager — 2012–2018

Al-Sharif Building Materials Co

- Participating in Supervisory Board proceedings and contributing to discussions on the company's strategic directions and decisions.
- Overseeing the monitoring of operational plans and reviewing progress toward achieving approved objectives.
- Developing monitoring and evaluation (M&E) mechanisms and enhancing coordination across departments and operations.
- Analyzing administrative and operational challenges and submitting developmental recommendations to support performance improvement.
- Contributing to the development of work procedures and maximizing the efficient utilization of available resources.

Follow-up and Development Manager — 2011–2012

Israr Real Estate Co

- Designing and implementing tracking mechanisms for real estate projects and monitoring execution progress against timelines and targets.
- Monitoring performance and identifying deviations and challenges that may impact project workflows.
- Providing administrative solutions and proposals to enhance supervision and follow-up methodologies.
- Supporting management in performance evaluation and executing necessary corrective actions to improve implementation.

Training and Marketing Operations Manager 2009–2011

Professional Developers Co

▪ Managing operational, organizational, and logistical processes for training programs and courses.
▪ Planning and executing marketing campaigns for training programs targeting both the public and private sectors.
▪ Coordinating team efforts to ensure program readiness and execution quality.
▪ Developing delivery and promotional methods for training services to expand reach among target audiences.
▪ Contributing to enhancing customer experience and optimizing program and service delivery mechanisms.

Human Resources Manager (HR Manager) 2001–2008

Al-Madina Commercial Business Co.

▪ Records & Files Management: Maintaining and updating employee data, employment contracts, and official documents regularly and confidentially.
▪ Payroll & Benefits: Preparing monthly payroll sheets and tracking allowances, deductions, and overtime in coordination with the Finance Department.
▪ Attendance & Leave Tracking: Supervising time and attendance records, and processing leave requests and balances in accordance with approved policies.
▪ Recruitment & Onboarding: Managing talent acquisition processes, drafting contracts, and welcoming and integrating new hires.

Education

Master's degree 2026

Islamic University of Minnesota **University verified**

Economics and Business Administration · Business Administration

Grade: **EXCEPTIONAL**

Bachelor of Business Administration 1997

Philadelphia University - Jordan