

Tawfiq M. Abu-Raqabeh

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EDUCATION

2006-2009 Doctor of Business Administration concentrated in Accounting, Argosy University, and Sarasota, FL 34235 2009

1984 -1986 Master's Degree in Accounting, Dr. Babasaheb Ambedkar Marathwada University, Near Soneri Mahal, Jaisingpura, Aurangabad, (431004) Maharashtra, India.

1981-1984 Bachelor of Commerce, Dr. Babasaheb Ambedkar Marathwada University, Near Soneri Mahal, Jaisingpura, Aurangabad, (431004) Maharashtra, India.

SUMMARY A reflective educator who provides challenging course work by utilizing latest technology stimulating exercises and brainstorming questions. A great advocate of critical thinking to solve problems and believer of developing educational skills such as communication and collaboration etc. A dynamic instructor, who is known as the most punctual, well organized, and erudite professor among colleagues and students. An energetic and goal oriented professor, who taught a wide range of courses in accounting and actively participated in extracurricular activities.

ACADEMIC EXPERIENCE**Professor**

Provides high-level course work using innovative ideas and creating invigorating exercises. Promotes creative thinking and use of innovative technology to use the hands-on approach to explain accounting and to create the student's response system. Promotes active learning to develop general skills and to achieve the educational goals successfully. Manages an advising load of 50-100 students each year.

Professor

January 13, 2016 – Present. North American University
11929 W Airport Blvd,
Stanford, TX 77477
Phone: (832) 230-5555 / 832 230 5088
Department Chair: **Deandra Travis, Ph.D.**
Email: dtravis@na.edu

Professor

March 5, 2008 - Present, DeVry University/Keller School of Management
618 NW Loop 410, Suite 202
San Antonio, TX 78216
Phone # 630-928-8289
Department Chair: **Adrian M. Shapiro, PhD**
Email: ashapiro@devry.edu

Professor

Oct 4, 2010- Oct 10, 2012, Strayer University, Jackson
460 Briarwood Drive Ste. # 200
Jackson, MS 39206
Phone # [601-718-5900](tel:601-718-5900)
Campus Dean: Tamia Herndon
Email: Tamia.Herndon@Strayer.edu

Adjunct Faculty

February 1, 2004- September 30, 2010, University of Houston/Downtown
320 North Main Street, Suite 410-D
Houston, Texas 77002- 1001
Phone # 7132218578
Accounting Program Coordinator: **Dr. Randy Serrett**
Email: serretr@uhd.edu

Adjunct Faculty

January 13, 2014 – **Present, Lone Star College System**
August 26, 2002 – May 17, 2009, Lone Star College System
Lone Star College System
30555 Tomball Parkway, Tomball, TX 77375-4036
Phone # 281-357-3617
Department Chair: **Joseph M. Cahill**
Email: joseph.m.cahill@lonestar.edu

Adjunct Faculty

January 12, 2008 - September 30, 2010. (Worked at two campuses).
Houston Community College System (Central Campus)
1215 Holman, BSCC, Ste. 206, MC 1229.
Houston, TX 77004
Phone # 713-718-6481
Department Chair: **Dr. Mesfin Genanaw**
Email: Mesfin.genanaw@hccs.edu ,

Houston Community College System (South campus)
5601 West Loop South # 213 Houston, TX 77081
Phone # 713-718-7905
Department Chair: **Dr. Marina Grau**
Email: Marina.Grau@hccs.edu

Professor

August, 1989 –July, 1991, Ibn-Khaldun College.
Al Hosn Street, Irbid, Jordan.
Phone # 962-2-7101733

Duties: In each of the above positions, I have taught the following courses: Introduction to Accounting, Peachtree Accounting, Financial Accounting, Managerial Accounting, Intermediate Accounting 1, 2, and 3, Advance Accounting, Auditing, Cost Accounting, Introduction to Business, Strategic management, Graduate Accounting Capstone, and Accounting Capstone, which required the following tasks:

1. Delivered lectures to undergraduate and graduate students.
2. Reviewed and recommended improvements to course curriculum.
3. Prepared instruction methodologies and course materials.
4. Graded assignments and homework.
5. Set up, administered, and graded examinations.
6. Maintained reports of attendance and grades.
7. Provided career assistance to students.
8. Assisted in student interview and recruitment activities.
9. Maintained professional relationships with students and colleagues.
10. Evaluated and measured student's progress in achieving academic goals.
11. Advised, enrolled, and tutored students on academic matters.
12. Taught distant learning Classes in Accounting, using (Web CT) and Blackboard (Vista), e-college, Angel, D2L and Moodle.

Highlights of Qualifications

An extensive experience in teaching accounting courses
Deep knowledge of accounting
Profound knowledge of accounting principles
Familiarity with financial planning activities
Good understanding of auditing, financial accounting, and advanced accounting
Proficient with accounting information systems
Ability to develop accounting course curriculums
Ability to provide students advice
Ability to maintain confidentiality of student information
Ability to perform student assessments

AWARDS

1. Earned the "I teach" award at the DeVry University for the best and caring teacher of the year, in April 2013.
2. Earned the "best teacher" of the year award at the Strayer University in November 2011.
3. In recognition of satisfactory completion of the International House of Pancakes Inc. required course in restaurant management.

PUBLICATIONS

- 1- Textbook: Published the textbook titled “Auditing” in Arabic in Jordan in (1991)
The book was approved by the Jordanian Ministry of higher education and was adopted by Ibn-Khaldun College in Jordan during 1991-1995.
- 2- Indian Accounting Standards and the Transition to IFRS, published with International Education and Research Journal. E-ISSN No: 2454-9916 | Volume: 3 | Issue: 12 | Dec 2017.
- 3- Accounting Information System, published, Macrothink Institute, Education and Linguistics Research, ISSN 2377-1356, 2018, Vol. 4, No. 2,
URL: <https://doi.org/10.5296/elr.v4i2.14045>, doi:10.5296/elr.v4i2.14045

MEMBERSHIPS

- 1- American Accounting Association (AAA)
- 4- Certified Fraud Examiner (CFE)
- 5- Bookkeepers Certificate (BK)

CONFERENCES:

The symposium called “Building Relationships among Visionary Educator” conducted by DeVry University on August 15-16, 2014, in Philadelphia. The purpose of this Symposium was to increase the level of interaction between the administration and faculty.

Conference on Continuing Professional Education, attending Cyber Securities, and Investigation, The Forensic Accountant’s Role in Mergers and Acquisitions, Advanced Data Analytics in Investigations, The New COSO Framework and Fraud Risk Assessments. Issued by ACFE on December 9, 2014.

7th Annual Conference on Teaching and Learning in Accounting (CTLA) August 2–3, 2014.

Hilton Atlanta, 255 Courtland Street NE, Atlanta, GA 30303 USA. Conducted by American Accounting Association.

6th Annual Conference on Teaching and Learning in Accounting (CTLA) August 3–7, 2013
700 West Convention Way, Anaheim, CA 92802. Conducted by American Accounting Association.

5th Annual Conference on Teaching and Learning in Accounting (CTLA) August 4–5, 2012
Washington, DC. Conducted by American Accounting Association

1st Annual international conference conduct on July 16, 2021, at North American University
I was one of the organizers.

Presented Accounting Workshops at North American University

On September 29, 2016, I presented an accounting workshop at the North American University, Houston, TX. Students from different educational majors attended this workshop. Besides, the students' faculty and staff members also attended. The workshop's goal was to complement the Accounting Program Curriculum in NAU and to enhance the learning process. The workshops are used to enhance the student's knowledge of what accounting is? Also, it helps to transfer the essential knowledge that includes throughput accounting's unique abilities to monitor how businesses track their income and expenses over time.

EXPERIENCE OUTSIDE ACADEMIA

1991-1994, Budget Organizer, Jordanian Ministry of Finance -Jordan Building King Hussein Street, Abadleh Area 85 Amman, Jordan
Telephone # 962-6-463-6321

Principal Duties

1. Prepared annual budgets for various ministries of government of Jordan.
2. Provided leadership and financial overview for all the major operations and related financial activities
3. Reviewed status of financial accounting books of various ministries, departments and private companies accountable to the government.
4. Opened and closed annual budget and administered budget and payroll.
5. Administered budget, cash flow, capital expenditures, and payroll.
6. Audited documents, including expense reports and invoices, and prepared financial reports.
7. Researched interdepartmental queries and provided results accordingly.

1994 - 2002, General Manager
International House of Pancakes Restaurant
197 Greens Road, Houston TX 777060
Tel. # 281-498-0886 or 281-876-4467

Principal Duties

1. Maintained high corporate standards of service and safe environment.
2. Completed, submitted, and processed invoices for payments.
3. Managed employees in reception, seated and served restaurant customers.
4. Hired, trained and motivated the employees, prepared their work schedules and payroll.
5. Managed services and food /goods inventories and their costs within budget.
6. Resolved employees conflicts and occasional customer's billing/service conflicts
7. Entered menu items along with prices into the computer program.
8. Demonstrated knowledge of and accountability for payroll and employee records, daily sales operations and profit and loss statements, including inventory, labor, petty cash, bank deposits, change orders and bank deposit verifications.

2002 – 2009, Aristocrat Limousine and Town Car Service.
12611 Greenwood Forest Dr. # 604
Houston, TX 77066
Duties: Please see below.

2004 – 2009, Global Limousine and Town Car Service formerly known as
Taj Limousine and Town Car Service
3001 Dove Country Dr. Stafford, TX 77477
Duties: Please see below.

2004 – 2009, Move-in-Take Enterprise, Inc.
15408 Kuykendahl Rd.
Houston, TX 77090.
Duties: Please see below.

Aristocrat, Move-in -Take Enterprise, and Global Limo Services.

Duties

- 1- Data entry, bookkeeping, payroll and financial preparation
- 2- Giving advice and consultation.
- 3- Prepared legal documents and formal letters.
- 4- Bank Reconciliation

2013 – Present, 2010 Enterprise Inc.
17545 Kuykendahl Rd, Suite # C
Spring, TX 77379
281 -751- 8282

Duties Please see below.

- a- Bookkeeping including Journal and ledger
- b- Preparation of Financial statements such as income, Change in Owner's equity and Balance sheet statements.
- c- Advising
- d- Bank Reconciliation
- e- Payroll and tax preparation
- f- End of year inventory
- g- Using Peachtree Accounting System

2017 – Present (Accountant)

High Performance Connection LLC

17603 Kuykendahl Rd

Spring TX 77379

Duties Please see below.

- 1- Bookkeeping including Journal and ledger
- 2- Preparation of Financial statements such as income, Change in Owner's equity and Balance sheet statements.
- 3- Consultation
- 4- Bank Reconciliation
- 5- Payroll and tax preparation
- 6- End of year inventory
- 7- Using Peachtree accounting/ Quick Book

2018- Present (Accountant)

6440 South west Freeway

Houston, Tx 77074

Duties Please see below.

- 1- Bookkeeping including Journal and ledger
- 2- Preparation of Financial statements such as income, Change in Owner's equity and Balance sheet statements.
- 3- Consultation
- 4- Bank Reconciliation
- 5- Tax preparation
- 6- Calculation Cost sale and End of year inventory
- 7- Using Quick Book accounting

Committees currently severing at North American University

- 1- Faculty Senate President
- 2- Library committee
- 3- Strategic Committee for Goal Number 1
- 4- International relation Committee
- 5- International Conference Committee

PROFESSIONAL DEVELOPMENT COURSES

Computer courses and professional development courses are listed below along with the dates.

1. Successful completion of the VITA/TCA certification course, 2023, Puerto Rico Exam - Level I- English Exam, Issued by the **IRS on December 26, 2023**
2. Successful completion of the VITA/TCA certification course, 2023 Puerto Rico Exam - Level II- English Exam, Issued by the **IRS on December 26, 2023**.
3. Successful completion of the VITA/TCA certification course, 2023 Site Coordinator Exam, Issued by the **IRS on December 19, 2023**
4. Successful completion of the VITA/TCA certification course, 2023 International Exam, Issued by the **IRS on December 24, 2023**.
5. Successful completion of the VITA/TCA certification course, 2023 Military Exam, Issued by the **IRS on December 24, 2023**
6. Successful completion of the VITA/TCA certification course, 2023 Volunteer Standards of Conduct Exam Issued by the **IRS on December 24, 2023**.
7. Successful completion of the VITA/TCA certification course, 2023 Volunteer Standards of Conduct Exam Issued by the **IRS on December 24, 2023**.
8. Successful completion of the VITA/TCA certification course, 2023 Intake/Interview and Quality Review, Issued by the **IRS on December 18, 2023**.
9. Successful completion of the VITA/TCA certification course, 2023 Foreign Student Exam. Issued by the **IRS on December 28, 2023**
10. Successful completion of the VITA/TCA certification course, 2023 Basic Exam. Issued by the **IRS on December 20, 2023**.
11. Successful completion of the VITA/TCA certification course, 2023 Advanced Exam, Issued by the **IRS on December 20, 2023**.
12. Successful completion of the VITA/TCA certification course, 2021, Puerto Rico Exam - Level I- English Exam, Issued by the **IRS on January 30, 2022**.
13. Successful completion of the VITA/TCA certification course, 2021 Puerto Rico Exam - Level II- English Exam, Issued by the **IRS on January 30, 2022**.
14. Successful completion of the VITA/TCA certification course, 2021 Site Coordinator Exam, Issued by the **IRS on January 28, 2022**.
15. Successful completion of the VITA/TCA certification course, 2021 Federal Tax Law Test for Circular 230 Professionals, Issued by the **IRS on January 29, 2022**
16. Successful completion of the VITA/TCA certification course, 2021 International Exam, Issued by the **IRS on January 29, 2022**.
17. Successful completion of the VITA/TCA certification course, 2021 Military Exam, Issued by the **IRS on January 28, 2022**
18. Successful completion of the VITA/TCA certification course, 2021 Volunteer Standards of Conduct Exam Issued by the **IRS on January 23, 2022**.
19. Successful completion of the VITA/TCA certification course, 2021 Intake/Interview and Quality Review, Issued by the **IRS on January 23, 2022**.
20. Certificate of Appreciation, for serving in the conference organization committee. **Issued by North American University on July 20, 2021**.

21. Certificate of Attendance, Innovation: Quality Impact on Social Enterprises, Issued by **Hamdan Bin Mohammed Smart University on November 10, 2021**
22. Successful completion of the VITA/TCA certification course, 2020 Site Coordinator Exam, Issued by the **IRS on January 24, 2021**
23. Successful completion of the VITA/TCA certification course, 2020, Federal Tax Law Test for Circular 230 Professionals, Issued by the **IRS on February 07, 2021**
24. Successful completion of the VITA/TCA certification course, 2020 International Exam, Issued by the **IRS on February 07, 2021**
25. Successful completion of the VITA/TCA certification course, 2020 Military Exam, Issued by the **IRS on January 31, 2021**
26. Successful completion of the VITA/TCA certification course, 2020 Volunteer Standards of Conduct Exam Issued by the **IRS on January 23, 2021**
27. Successful completion of the VITA/TCA certification course, 2020 Intake/Interview and Quality Review, Issued by the IRS on January 23, 2021.
28. Successful completion of the VITA/TCA certification course, 2020 Basic. Issued by the **IRS on January 23, 2021**
29. Successful completion of the VITA/TCA certification course, 2020 Advanced Exam, Issued by the **IRS on January 25, 2021**
30. Successful completion of the advanced certification in D2L on March 20, 2019, Issued by the Lone Star College System
31. Successful completion of the VITA/TCA certification course, 2018 Health Savings Accounts (HSA) Exam, Issued by the **IRS on January 09, 2019**
32. Successful completion of the VITA/TCA certification course, 2018 Foreign Student Exam. Issued by the **IRS on January 30, 2019**
33. Successful completion of the VITA/TCA certification course, 2018 Puerto Rico Exam - Level II- English Exam, Issued by the **IRS on January 27, 2019.**
34. Certificate of Completion the course How Can I Inspire Creative Confidence in the Classroom Continuing Education Unit(s) issued by STARLINK Professional Development, **Completed on 22-Jan 2019**
35. Successful completion of the VITA/TCA certification course, 2018 Puerto Rico Exam - Level I - English Exam, Issued by the **IRS on January 19, 2019.**
36. Successful completion of the VITA/TCA certification course, 2018 International Exam, Issued by the **IRS on January 14, 2019.**
37. Successful completion of the VITA/TCA certification course, 2018 Military Exam, Issued by the **IRS on January 12, 2019.**
38. Successful completion of the VITA/TCA certification course, 2018 Volunteer Standards of Conduct Exam, Issued by the **IRS on January 09, 2019.**
39. Successful completion of the VITA/TCA certification course, 2018 Intake/Interview and Quality Review Exam, Issued by the **IRS on January 09, 2019.**
40. Successful completion of the VITA/TCA certification course, 2018 Basic Exam. Issued by the **IRS on January 09, 2019.**
41. Successful completion of the VITA/TCA certification course, 2018 Advanced Exam, Issued by the **IRS on January 09, 2019.**
42. Successful completion of the VITA/TCA certification course, 2018 Health Savings Accounts (HSA) Exam, Issued by the **IRS on January 09, 2019.**

43. Certificate of Completion the course How Do Mini-lectures Improve Student Engagement? Continuing Education Unit(s) issued by STARLINK Professional Development **Completed on 23-Oct 2018**
44. Certificate of Completion Motivating Your Students to Succeed presented by Starlink **Completed on May 13, 2017.**
45. Certificate of Completion Strategies for Classroom Engagement presented by Starlink **Completed on May 9, 2017.**
46. Certificate of Completion Improving Your Communication Skills presented by Starlink on **May 9, 2017.**
47. Certificate of Completion Active Shooter Training presented by the Department of Homeland Security on **November 30, 2016.**
48. Certificate of Completion Adjunct Certification Program presented by Lone Star College System in spring 2016.
49. Certificate of Completion a live webinar. Wiley Virtual Guest Lecture Series: Accounting and Finance Developments in Intermediate Accounting on November 28, 2016
50. Certificate of Continuing Professional Education for Hiring and Compensation Trends, November 8, 2016
51. Certificate of Completion Government Institute Webcast: Not-for-Profit FASB Update on August 30, 2016 New York, NY
52. Certificate of Continuing Professional Education, attending Cyber Securities and Investigation, The Forensic Accountant's Role in Mergers and Acquisitions, Advanced Data Analytics in Investigations, The New COSO Framework and Fraud Risk Assessments. Issued by ACFE on December 9, 2014
53. Certificate of Completion CPE in Accounting from American Accounting Association – August 4, 2013 Anaheim, CA
54. Certificate of Completion CPE in Accounting from American Accounting Association on August 3, 2012, National Harbor, MD
55. Certificate of completion 2012 Annual Meeting of American Accounting Association on August 4, 2012.
56. Certificate of Completion Creating Interactive Content /Activities – Houston Community College in 2010
57. Certificate of Completion PeopleSoft Time and Labor for Non-Exempt –Houston Community College in 2010
58. Certificate of Completion Preventing Sexual Harassment – Houston Community College in 2010
59. Blackboard Vista III: Assignments – Houston Community College – completed in 2009
60. Developing an Online Course – Houston Community College –issued in 2009
61. Developing an Online Course – Houston Community College –issued in 2009
62. UHD ITV Faculty training – University of Houston/downtown-issued in 2009
63. Excel 2007 Importing and Manipulating Data -University of Houston/Downtown, issued in 2008
64. Blackboard Vista IV, Assessments – Houston Community College, issued in 2008
65. Blackboard Vista I, Interface –Houston Community College, issued in 2008
66. PowerPoint, Using Multimedia, University of Houston/Downtown, issued in 2007
67. Lunch” n” Learn Vista, University of Houston/Downtown, issued in 2006
68. Respondus, University of Houston/Downtown, issued in 2006

69. Online Teaching Certification Program, Lone Star College System, issued in 2005
70. Applied Marketing Workshop, Ministry of Planning, Jordan, issued in 1990
71. Advanced Workshop on Applied Marketing, Ministry of Planning, Jordan, issued in 1990
72. Business Orientation Course, International House of Pancakes, issued in 1998
73. Eyes on an Operation, International House of Pancakes, issued in 1998