

# Anwar Ahmed Abu Sitta

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## Personal Details:

**Date of Birth:** 1973

**Personal Status:** Single

## Contact:

**E-mail:** [anwarsetta@gmail.com](mailto:anwarsetta@gmail.com)

**Mobile:** 0599855473

**Address:** Gaza

**Education**

2010 - 2012	<b>The Arab Academy for Banking and Financial Sciences - Egypt</b> <ul style="list-style-type: none"><li>▪ MBA Degree in Financial Management</li></ul>
2001 - 2005	<b>Al Quds Open University- Palestine</b> <ul style="list-style-type: none"><li>▪ B.A. Degree in Management &amp; Entrepreneurship/ Finance.</li></ul>
1992 - 1994	<b>Queen Alia College - Jordan</b> Diploma with Specialization in Medical Laboratories.

## Courses

Jun. 2014	"Project Coordinator" Perfect Home Com. for training
Jun. 2014	"MS Project 2010" Perfect Home Com. for training
Aug. 2014	"Report Writing" Perfect Home Com. for training
Oct. 2012	"English courses" British Council - Egypt
May 2007	"Office Management & Executive Secretarial Skills" UNRWA - Palestine
July 1999	Training Workshop "Business Start up Program", Palestine – German Program.
May 1999	"English course", AMIDEAST.
Jan. - Sept. 1998	"International Marketing Program", Germany.
Aug. - Dec. 1997	"German Language", Germany.
1995	"App. Program course", Computer & Culture Center.

## Experience

**Sept. 2013–Jan.2014** **University Of Palestine, Gaza**  
Lecturer at the University of Palestine.

**Apr. 2012 - Feb. 2013** **Publishing House, Cairo, Egypt**

### 1. Executive Secretary:

- Receive, direct and relay telephone messages and fax

messages.

- Direct the general public to the appropriate staff member.
- Maintain the general filing system and file all correspondence.
- Assist in the planning and preparation of meetings, conferences.
- Assist and provide support to the G.M and Executive Manager .
- Perform other related duties as required Executive Secretary.

**2. Public Relations and Media:**

- Contribute to organizing cultural events and seminars signing and discuss new releases.
- Preparation News seminars and signing ceremonies and discuss new releases for publication in newspapers.
- Follow what is published and monitoring of news and documented.
- Work on continuing communication with journalists and media.

**Nov. 2003 – Sep. 2007**

**Ministry of National Economy, Palestinian Authority  
Office Manager:**

- Organizes and controls the office activities.
- Interviewing job applicants.
- Planning and organizing of meetings and conferences.
- Organizing and monitoring work processes.
- Write reports and dealing with correspondence.
- Organize the agenda for the General Director.
- Meet and greet clients and visitors.
- Coordinate office work.
- Assistant to the General Director in the following tasks and arrangements:
  - Job Analysis and Job Description.
  - Recruitment and Selection.
  - Performance Appraisal.
  - Motivation and Incentives.
  - Human Resources planning.
  - Authorities and Responsibilities.
  - Organization Structure.
  - Employee problem solving.

**June 2002 – Oct. 2003**

**Ministry of Finance, Palestinian Authority**

**Supervisor:**

- Supervise and report employees performance.

- Supervise and support the staff.
- Train the employees.
- Responsible for quality control, make adjustments as necessary during work.
- Operate within standard operating procedures.
- Complete paper work.
- Assist in work as necessary, editing, evaluating, and data entry.

**Feb. 1999 – May 2002    El Bahar Company, Palestinian Authority**

**Executive Secretary:**

- Prepare correspondence, reports and materials for publication and presentation.
- Setup General Manager's arrangements.
- Setup arrangements for Company visitors.
- Maintain G.M. calendar.
- Setup and coordinate meetings.
- Create, transcribe, and distribute meeting agendas.
- Answer telephones and handle in appropriate manners.
- Meet and greet clients and visitors.
- Perform general clerical duties to include but not limited to: photocopying, faxing, mailing, and filing.
- Coordinate office -based work.

**May 1995 – Aug. 1997    El Bahar Company, Palestinian Authority**

**Administrative Assistant:**

- Answer telephones and transfer them.
- Meet and greet client and visitor.
- Create and modify documents using Microsoft Office.
- Perform general clerical duties to include but not limited to: photocopying, faxing, mailing, and filing, editing and data entry.
- Setup and coordinate meetings.

**PERSONAL SKILLS:**

- English language: Good (writing, reading, and speaking) (British Council courses - Oct. 2012).
- Computer skills including the ability to operate computerized, spreadsheet and word processing programs.
- Cooperative, self-motivated, and dynamic .
- Ambitious and willing to learn quickly.
- Ability to handle many tasks under pressure.
- Good written and verbal communications.
- Ability to work among team group.
- Effective verbal and listening communications skills.