

Curriculum vitae

*Personal Data:

Surname: Elawoor
Name: EzzElarab Mohammed Diab
D.O.B: 8/6/1973
Place of Birth: Gaza
Marital Status: Married
Sex: Male
Nationality; Palestinian
Native Language: Arabic
Other Language: English
Address: - Tal Elhawa, Tunis St., from Arab league
Av. near the TunisianEmbassy, Gaza-Palestine
+97- 0599 467637
Mobile No ezz6m@hotmail.com
E-Mail: e.awoor@up.edu.ps

*Education History:

▪ **University:**

-**Level of Education:**

❖ **Bachelor** in Business Administration (Seaports management), 1998- Arab Academy for Science and Technology & Maritime Transport (AASTMT), Alexandria-Egypt

❖ **Msc** in International Transport & Logistics Management, 2004- Arab Academy for Science and Technology & Maritime Transport (AASTMT), Alexandria-Egypt

Scientific thesis under title (Gaza Seaport as a gate to revive the Palestinian Economy).

❖ **PhD** in Quality Management 2014 - Arab Academy for Science & Technology & Maritime Transport (AASTMT), Alexandria-Egypt.

Scientific thesis under title (Framework for Continuous Improvement of Palestine Higher Education Institution HEIs).

Certificates:

- Experience Certificate letter from Gaza Seaport Authority.
- Experience Certificate letter from Palestine Development Project {PDP-UNDP}.
- Experience Certificate letter from University of Palestine
- Certificate of successful completion for Quality Management System QMS-IRCA Approved Training Organization AQ 17322, Certified of Auditing/Lead Auditor (ISO 9001:2008)– IRCA Ref. A17323, Delegate certificate No. 101004s/1/10
- Participation certification from Arab management development organization - Arab League, Cairo-Egypt (conference of Higher Education in Arab world, with a research paper titled (Framework for continuous improvement for Palestine higher education institutions).

Consultancy work:

- Higher education quality improvement
- Quality systems
- Quality of Education
- Business, marketing and entrepreneurship
- Institutional capacity building
- Youth programs and initiatives

Consultancy Activities:

- Consultant, establishing Nama'a College for Science and Technology, participation in preparation of the establishment of the university such as;
 - Feasibility Study
 - Statute of the University
 - Business & Finance College
 - Programs and concentration
 - Academic Plans
 - Quality standards of the academic affairs
 - Students' field training program
 - Deanery of graduate studies
 - Collage's strategic plan
- Consultant, establishing AlMostaqbal polytechnic, participation in preparation of the establishment of the university such as;
 - Feasibility Study
 - Statute of the collage
 - Programs and concentration
 - Academic Plans
- Consultant, Education Quality for Accreditation & Quality Assurance Commission in Ministry of Higher Education (Gaza), participating in the commission's activities such as;

- Meetings, seminars, training programs and forums
- Member of the program's assessment committee
- Structuring quality's management and policies for higher education institutions HEIs.

Skills:

- Computer skills.
- Negotiation capability skill and communication.
- Languages: Arabic, English

Experiences:

- 18 months experience as a Coordinator Assistant of Gaza Seaport Project, Worked on Port Management & Operation Affairs and was Involved in the all activities related to (port operation, management, plans, correspondence, contracts, TOR & following up with the contractor) 1999- 2001
- 6 months experience as executive deputy manager in NEWPHARMA PALESTINE was responsible of transportation in close cooperation with the Marine Transport Agency- Gaza, Palestine. 2000
- Was working in Hamamsy International Marine service co., Shipping Line Agency & International Surveyors/P&I Club Correspondent in Egypt. 2003 – 2004, Worked as Operation Managers' assistant for six months, handling the all issues regarding Operation and P&I affairs, and involving in the all activities related to the company.
- 12years' experience in Academic career as administration and academic management, lecturing Logistics, supply chain management, Management and Quality topics in university of Palestine, AASTMT and others.

Career Involvement Course:

- **Certified of Auditing/ Lead Auditor (ISO 9001:2008)– IRCA Ref. A17323, Delegate certificate No. 101004s/1/10**
‘Certificate of successful completion for Quality Management System QMS-IRCA Approved Training Organization AQ 17322. Location; AASTMT-Productivity & Quality Assurance Institute PQI, Alexandria Egypt 2010’.
- Certified, external and internal auditing of academic Programs' self-assessment and Institutions' improvement – AQAC, Higher education ministry, 2015.

Planning and Institutional Building

- Participate in preparing the Palestinian Development Plan “five years plan”, PDP under UNDP – MOPIC 1998-2000
- Member and consultant in the founder Team of University of Palestine 2005-2009
- Participate in preparing the “Academic & Administrative systems- Academic Programs- Organization chart and strategic plan”, University of Palestine, 2005-2009

- Member and a consultant, the founder Team of Namma'a College for Science and Technology 2008-2010
- Participate in preparing the "Academic & Administrative systems- Academic programs- Organization chart and strategic plan", AlMostaqbal Polytechnic College ,2008-2012
- Trainer, Strategic planning – Faculty members, University of Palestine 2007-2008.
- Trainer, Strategic marketing methods- Al Nyzak training center- training course, 2008.
- Trainer, Lead Auditor (ISO 9001:2008) and quality topics– Productivity and Quality Institution (PQI- AASTMT) Alex. Egypt.

Certified, Auditing/Lead Auditor (ISO 9001:2008)– Productivity and Quality Institution (PQI- AASTMT) Alex. Egypt since 2011.

Training and workshops:

- Strategic planning – Faculty members, University of Palestine 2007- 2008 (trainer)
- Managerial skills – Palestinian Maritime Navigation Association's members 2008. (trainer)
- Strategic marketing methods- Al Nyzak training centre- training course, 2008 (trainer).
- Attending workshop of implementing Quality standards in Higher Education Institutes in Egypt, held in AASTMT- Alexandria Egypt, 2010
- Attending training course in Beneficiary of using six SEGMA control charts in the Industrial sector, held in AASTMT, Alexandria, Egypt, 2010.
- *Certified, Lead Auditor (ISO 9001:2008)– Productivity and Quality Institution (PQI- AASTMT) Alex. Egypt. 2011- Trainer Assistant.*

Conferences& workshops:

- Attend a conference of quality in higher education- January, 2012 (Arab universities Union) held in AlAqsa university, Gaza
- Attend and participate in Higher Education in Arab world, with a research paper titled (Framework for continuous improvement for Palestine higher education institutions HEIs), held in Cairo-Egypt (Arab Administrative development organization - Arab League), February, 2014
- Attend and participate in a workshop (Alexander Von Humbolt Scholar - Green Higher Education), held in Islamic University of Gaza), April, 2014
- Head of preparation committee of a conference (Social responsibilities of Private sector in Palestine) held in University of Palestine, march 2016
- Attend and participate in a workshop (virtual interactive learning) held in Islamic University of Gaza), march, 2016

Membership:

- One of the founders & Member of Palestinian Marine Navigators Association, (Association's Faithful) (Projects' Manager & Coordinator)- Gaza
- One of the founders & Member of Palestinian Malaysian Friendship Association (Association's Faithful) - Gaza
- Member of Marine Club "Arab Academy for Science And Technology" - Alexandria
- Member of Business Club "Arab academy for Science & Technology"- Alexandria.

Media:

- Ministry of Education's Radio, participates in a session under title "The role of higher education institutions in the national development", September 2015.
- Ministry of Education's Radio, participates in a session under title "Quality practices and standards in Higher education institutions", October 2015.

Present Work Field:

One of the founders of University of Palestine. (www.up.edu.ps)

- Participation in preparation of the establishment of the university such as;
 - Feasibility Study
 - Business & Finance College
 - Programs and concentration
 - Programs and concentrations
 - Academic Plans
 - University's Statute
 - Students' field training program.
 - Deanery of graduate studies
 - University's strategic plan

Position	Duties
<i>March, 2005 until 2007: Coordinator, Business & Finance College- University of Palestine "UP".</i>	<ul style="list-style-type: none">▪ All the administrative works▪ Coordination with the nominated lecturers▪ Reviewing the Academic plans▪ Preparing lecturing tables▪ Preparing the lecturer's financial reports in close cooperation with the financial dept.▪ Academic & Lecturing Issues
<i>May, 2006 until 2008: Director, Higher Education Program – University of Palestine. (Master programs) in associated joint venture with Northern Virginia university (USA) & Cairo university (EGYPT)</i>	<ul style="list-style-type: none">▪ All administrative issue▪ Academic Issues▪ Foreign & Domestic agreements▪ Foreign & Domestic correspondence
<i>Feb.,2008 till march,2009 vice president deputy's assistant for planning & development</i>	<ul style="list-style-type: none">▪ Responsible to follow up all the planning & development issues within the university in close cooperation and coordination with deaneries and departments.
<i>Jan. 2012 till sept. 2012, lecturer in business and Finance college and manager of Quality affairs</i>	<ul style="list-style-type: none">▪ Following up all issues related to the quality of academic affairs.
<i>Assistant Professor & Lecturer in Business & Finance college</i>	<p>(Lecturing Language, ENGLISH – ARABIC)</p> <ul style="list-style-type: none">- Quality Management & standards- Quality Assurance- Total Quality Management TQM- Group Dynamic

	<ul style="list-style-type: none"> - Quality Control - Logistics Management - Seaports' Management & Operation - Supply chain management - Purchasing&Warehousing management - Introduction to Business - Principles of Management - Principles of Marketing - Operation management - Insurance Management - Risk Management - Business Communication - Strategic Marketing - Strategic Management & Planning - Human resource Management - Organizational Behavior - Competing in Global Environment - Cost & Benefit Analysis
<i>June 2014 until June 2015 - Dean, Continuing Education & Community Service</i>	<ul style="list-style-type: none"> - Responsible to follow up all the planning, activities & development issues for CECS
<i>June 2015 until now – Head, Business & Finance College (English Program)</i>	<ul style="list-style-type: none"> - Responsible to control the academic plans - Follow up with instructors - Follow up with students affairs - Head, quality committee - Trainer, training the academic and administrative staff in Quality management & practices such as; <ul style="list-style-type: none"> ● Programs' Self assessment ● Strategic planning and development ● Quality planning ● Quality deployment ● Quality evaluation - ...etc.

- **Part time lecturing:**

September 2014 – Lecturer in Alaqsa university	<ul style="list-style-type: none"> - Quality management & Standards.
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Post graduate supervisor

- Supervised a scientific thesis of a Master's researcher, Ismael Wahba from AlAzharuniversity under title; Crisis Management, deployment a case study in Rafah City, 2015.
- Supervised a scientific thesis of a Master researcher, Ismael Kuhail from Political & Management Academy under title; The Impact of Quality management in enhancing the competitive advantage of the organization (case study, University of Palestine), 2015

Extra Achievements:

- One of the founders (Team work member) of Nama'a College for science & Technology (www.ncst.edu.ps) Gaza, Palestine, 2008 -2009
- One of the founders (Team work member) of AlMostaqbal polytechnic college- (www.afp.edu.ps) Gaza, Palestine, 2008- 2009

***Hobbies:**

- Chess
- Swimming
- Reading
- Traveling

***References:**

- Dr. Salem Sabbah
President - University of Palestine
Mob.: 059 815 8888
- Prof. Khalid AlMadhoon,
Dean, Business & Finance College- University of Palestine
Mobile; 059999 3955

*With Regards,
EzzElarabM.Elawoor*