

CURRICULUM VITAE

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EDUCATIONAL BACKGROUND

- 2015:** A Master degree in Business Administration with very good grade from The Islamic University of Gaza.
- 2010:** A Bachelor degree in Business Administration with Excellent grade from University of Palestine .
- 2006:** Shadia abu Ghazala Secondary School-science branch- A Secondary School Certificate .

EMPLOYMENT BACKGROUD

- **1/9/2011 - Up to Date:** Working in the **Business Administration & Finance College** and **Diploma College** in the University of Palestine as **Demonstrator** then **Lecturer**, I teach the following subjects in:
 - **Diploma College:**
 1. The principles of management and planning.
 2. Negotiation Management
 3. Automation of offices
 4. Graduation Project
 - **Business Administration & Finance College:**
 1. The principles of Marketing “Arabic department”.
 2. The principles of Marketing “ English department”.
 3. The principles of management 1&2.” English department”.

4. The principles of management1“Arabic department”.
5. Money & Banking
6. Insurance Management
7. Communication and leadership skills
8. Etiquette and protocol
9. Business vocabulary

SKILLS

- **Computer skills:**
Using computer programs” Microsoft office...”
- **Administrative skills:**
Accuracy, Rapidity of Performance, Committed to time, work under pressure, ability to work within a team.
- **Personal skills:**
General acknowledgment, communication skills, Analysis skills and making decision, ambition and ability to study.

LANGUAGES

- Arabic Language: Mother tongue
- English Language: Excellent