

In The Name Of Allah

CV

Fida' Qarmash

Anabta -Palestine



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Personal Attitude

I am devoted and hard working individual who enjoys a challenge. In addition to interpersonal skills, I am able to work effectively in a team, handle multiple tasks, and work well under pressure. I can also work well on own initiative and effective time manager. My drive and ambition ensure I am a valuable addition to any company.

Education Background

- Master degree in business administration (GPA very good) from Al_Qudes University.
- B.A in Computer Science from Al-Qudes Open University (GPA very good).

Honor: My name was listed on the Honor Board

- Anabta secondary school for girls (Scientific stream), Tulkarm.

Areas Of Expertise

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|--|---|------------------------------------|--------------------------------|
| ▶ Supervision | ▶ Problem solving | ▶ curriculum co-ordination | ▶ Administration |
| ▶ Differentiating learning activities | ▶ Conducting personal evaluation | ▶ Writing plans /reports | ▶ Staff mentoring |
| ▶ Co-ordinates internal workshops | ▶ Training others | ▶ interdepartmental liaison | ▶ Organizational skills |

PROFESSIONAL EXPERIENCE AND SIGNIFICANT ACHIEVEMENTS

Palestine Technical University Kadoorie- Tulkarem-Palestine

I am a member of the Faculty of Economics and Business since 2014

Presently studying PhD in Management at Wise University -Jordan

Palestine Technical College for Girls -Ramallah -Palestine

lecturer / Technical Management Departments / IT Department	9/2010-6/2012
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- ★ I am a member of the college staff team that develops criteria for evaluating employees.
- ★ Evaluated new programmers.
- ★ I set up plans for courses in several disciplines especially in Technical Management Departments.

Vice Dean for Academic Affairs	9/2007-7/2010
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- ★ Supervising the process of teaching / training in all departments of the Faculty Academy.
- ★ Dealing with Head of academic departments, Employees, Students with high volume workloads.
- ★ Directing heads of departments develop and evaluate their performance continuously.
- ★ Represent the college at conferences, seminars and workshops.
- ★ Work with head of departments in writing and placing job vacancy ads. Interviewing candidates and assisting with hiring new employees.
- ★ Dealt with employees' enquiries and complaints, as well as help of problem solving and act as a liaison between them and The Ministry of higher education.

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- ★ Provide clear, effective, timely and constructive feedback on matters relating to academic departments of the college for Dean and all interested parties via meeting or reports.

In the last 3 years I have acquired extensive experience in administration, development and communications skills, and now looking to make a Continued and significant contribution for my work through my new position as an instructor in IT

PROFESSIONAL EXPERIENCE AND SIGNIFICANT ACHIEVEMENTS(Continued)

and Technical Management Departments.

lecturer /IT department/ Department of Administration Science	1999-2001,2003-2007
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Palestine Technical College for Girls -Ram Allah -Palestine

- ➡ Contribute to develop materials, programs and efforts to improve the quality of teaching.
- ➡ Advised and supported staff on planning, assessment and Participated in their meetings, and educational workshops.
- ➡ Developed students' abilities by way of creative activities and Discussed with them, their progress and any problems.
- ➡ Supervise the work of students' research, reports and activities and support extracurricular activities related to the subject of their studies.
- ➡ Contribute to build up a positive interaction between the college and the community.

Head of computer Science Department	2001-2003
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- ➡ Department of the Academy's research and teaching in the section.
- ➡ Prepared Academic plan and draft budget for section.
- ➡ Prepared a quarterly report and an annual assessment of the achievements of the department.
- ➡ Guided students academically.
- ➡ Evaluating the work of staff in the department.

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Administrative Officer

1998-1999

Planning department in Ram Allah Educational part.

- Managing general office procedures.
- Dealing with customers and respond their queries.
- Provided reports for Management.

Professional Development (TRAINING)

Certificate in:

➤ Modern Learning Methods	2007	➤ Team work Management	2007
➤ Meeting & office Management	2007	➤ Employee's Evaluation and Motivation	2008
➤ Fundraising & Proposal writing	2008	➤ Total Quality Management	2010
➤ A+ 'PC' Maintenance.	1998	➤ Computer network Management	2008
➤ Oracle 8i.orac10g	1997,2010	➤ ASP.Net	2008,2010
➤ Projects Management	2011	➤ KAB- Trainer	2012

Volunteer work

- Volunteered at Palestine Technical College as a trainer .My Tasks was to train staff how to use Internet & Email.
- Volunteered at Ministry of Higher Education as a trainer. My Tasks was to train Secretaries in the Ministry to use Advanced features in M.Word & M.Excel

Personal

- Interests: Reading, power walk
- Language: Arabic (mother language), English very good

References

- Available upon request