

**DEIA' DALBEH**  
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**Personal Data-**

Date of Birth: October 19, 1987  
Place of Birth: Jenin  
Address: Palestine / Jenin.  
Nationality: Palestinian

**Education-**

**Oct 2011 - Dec 2014**

M.A in Master degree specialization of Human Development & Institution Building  
Al Quds University

**Feb 2013 - Sep 2013**

M.A in Master degree "SOCIAL SCIENCES AND HUMANITARIAN AFFAIRS"  
Sapienza University  
(Rome – Italy)

**2005-2009**

BA in Accounting  
Arab American University, *Jenin*  
*AAUJ*

**2004-2005**

High School Diploma (Tawjihi)

**Work Experience-**

**2010-Current**

**Administrative and Finance Assistant**  
**Finance Unit**  
**Al Quds University**

- Book keeping, financial controlling, budgeting and other accounting tasks.
- Preparing insurance plan for the staff, assisting in establishment salaries scale, and establishment internal control structure for the salaries management, preparing the monthly tax deduction and payments to the staff.
- Development of the pension fund plan and severance pay, reconciling the staff end of service benefits and preparing the contract termination letter, employment contracts, job
- Provide support for different administrative and financial issues.
- Provide an effective HR service to the administration by advising and guiding the organization director, and all other employees on all HR related issues including recruitment, attendance, performance management, and disciplinary matters.
- To make sure that local and organization regulation are met and to counsel and help resolve issues when necessary.

- Managing disciplinary and grievance matters as well as absence cases including both short and long term sickness.
- Provide support to proper supply of Office stationary needs, provide support to organizing procurement processes of office equipment and supplies,
- Assisting the administration in identifying and challenging under-performance.
- Compiling, writing and issuing of all employee relations correspondence and documentation.
- Advising employees of their entitlement to maternity leave.
- To advise, assist and participate in planning and managing recruitment cases.
- To assist in the development and training of employees.
- Assist in resolving payroll queries
- Promoting quality and diversity as part of the culture of the organization
- Analysing training needs, and assist in implementing the learning plan
- Maintaining employee records including the development and maintenance of up to date job descriptions, staff performance evaluations, contracts, etc...
- Provide employee orientations and hand over procedures
- Collect working reports and time sheets from the staff on monthly basis.
- Preparing the monthly salaries.
- Coordinate with the insurance agent to update the staff health insurance plans.
- A process for the drafting, review, issuance and monitoring of service and employment contracts.
- Oversee record keeping for the organizations hiring protocol and personnel policies.
- Active participation in Planning, Monitoring and Evaluation process for the NGO, Assisting in preparing the strategic plan for the organizations.
- Prepare purchase orders and send copies to suppliers and to departments originating requests.
- Determine if inventory quantities are sufficient for needs, ordering more materials when necessary.
- Respond to customer and supplier inquiries about order status, changes, or cancellations.
- Contact suppliers in order to schedule or expedite deliveries and to resolve shortages, missed or late deliveries, and other problems.
- Calculate costs of orders, and charge or forward invoices to appropriate accounts.
- Compare suppliers' bills with bids and purchase orders in order to verify accuracy.
- Maintain knowledge of all organizational and governmental rules affecting purchases, and provide information about these rules to organization staff members and to vendors.
- Monitor contractor performance, recommending contract modifications when necessary.
- Prepare invitation-of-bid forms and mail forms to supplier firms or distribute forms for public posting.
- Perform other duties as required

### **Aug 2009 - Jan 2010**

#### **Cost Accountant**

#### **Al Naffa' Crameica Gallery**

##### Data Collection

- Construct data accumulation systems for a cost accounting system
- Create and review the controls needed for data accumulation and reporting systems

##### Inventory

- Coordinate physical inventory counts and cycle counts
- Investigate cycle counting variances and resolve issues
- Update standard cost in the bill of materials
- Review standard and actual costs for inaccuracies
- Validate the cost of goods sold as part of the month-end close

- Accumulate and apply overhead costs as required by generally accepted accounting principles
- Work with the materials review board to locate and dispose of obsolete inventory

#### Analysis

- Conduct ongoing process constraint analyses
- Report on break even points by products, work centers, and factories
- Report on margins by product and division
- Report on periodic variances and their causes, focusing in particular on spending variances
- Analyze capital budgeting requests
- Perform cost accumulation tasks as a member of the target costing group

### **2005–2006**

#### **Project Coordinator**

##### **Sharek Youth Forum/ Baladi Center**

- Prepare annual and monthly plans for the implementation of project.
- Participation in team meetings effectively.
- Coordinate meetings.
- Maintain project Managers calendars.
- Manage the meetings according to time schedule.
- Prepare and/or edit meeting minutes, presentations and tables.
- Present suggestions and alternative solutions and present it to the manager to help us take common decisions.
- Prepare financial reports.
- Write narrative reports.
  - Entering data.
  - File all project documents (hard and soft copies)
  - Prepare contracts.

### **2005-2009**

#### **Coordinator**

##### **International Peace and Cooperation Center - Jerusalem**

- Prepare a detailed work plan to implement proposed activities in Jerusalem, in coordination with the tourism and cultural sectors;
- Ensure timely implementation of all project activities and monitor the proper use of funds according to signed agreements and work plans;
- Manage all project procurement activities, including preparation of an annual procurement plan for the programme, and complete submission of contracts and payments;
- Regular monitoring and control of project expenses to ensure that all transactions are correctly recorded and posted in the budget;
- Contribute to the development of technical documents for the project, such as concept notes, and clear action plans for each project activity; prepare terms of reference, memoranda of understanding, project cooperation agreements, and letters of agreement with government and non-governmental partners;
- Support building partnerships at the local level in Jerusalem, and in collaboration with the Executive Director, coordinate with the relevant stakeholders as deemed necessary;
- Regularly brief the Executive Director in order to ensure coordination, linkages and synergies between all areas of work carried out by the Center
- Support the project communications and visibility activities; in cooperation with media and communication team;
- Manage the development of project knowledge products;

- Prepare a follow up plans to monitor the programme activities
- Attend coordination meetings as requested by the Executive Director and provide documented updates on the results of those meetings and the needed follow-up actions;
- Data base programming proficiency to have a successful filing system and to enable easy access to information.
- Prepare a detailed plan for the programme
- Assist the Management Unit, in preparing relevant documentation for contracting and payments;
- Keep an updated list of local suppliers/ vendors; with detailed contacts
- Liaise and follow up with vendors/ suppliers for any matter related to contractual commitments and conditions; including quality of services provided.
- Liaise between staff and IT provider on IT requests; ensure documentation of each request and end result; assess the quality of services provided by the IT Administrative on quarterly basis.
- Keep track of operational expenses
- Prepare correspondence as requested;
- Follow-up on impending / pending actions;
- Calculate costs of orders, and charge or forward invoices to appropriate accounts.
- Compare suppliers' bills with bids and purchase orders in order to verify accuracy.
- Approve bills for payment.
- Performance of other duties, as required

### **9/2005-10/2007 (Part time)**

#### **Cost Accountant**

#### **Al Hawamdha for Constriction Contract and Modern Building.**

- Respond to inquiries and direct visitors to the appropriate staff person.
- Responsible for answering & transferring telephone calls ,sending and receiving faxes
- Assist with briefing notes, memos, and board book preparations
- Prepare, finalize, and distribute internal and external correspondence
- Prepare monthly reports for supported staff

#### **Certification & Training:**

- Auditing Under Risks 16 Hours ( Tala Abu Ghazaleh Company . Ramallah )14-22Sep 2015.
- Recent trends in human resource management (Amman / Jordan) duration of the course 24 hours from 21/7/2011 until 24/7/2011.
- Accounting Manar software – 30 training hours from April to May 31, 2009/ Hassib Sabbagh IT Center of Excellence, Arab American University / Jenin – Palestine.
- Accounting Shamel Program – 20 training hours from April to May 31, 2009/Faculty of Finance and Administrative, Arab American University / Jenin – Palestine.
- Future Leaders Fourm Middle East 30 training days until November,2008
- Trip for Germany workshop for one week the subject of workshop is country management, with Konrad Adenaure Sifting.
- Training course in Arab Bank on (Assets) program/ from August. 23 to Sep. 2, 2008. As an interne ship course for completing the bachelor degree in Accounting/Training Center /Ramallah.
- General English Language /30 training hours from June 3rd 2008 to July 15th 2008.
- Financial Analysis – 24 training hours from March 30 to May 31, 2008/ Hassib Sabbagh IT Center of Excellence, Arab American University / Jenin – Palestine. Palestinian Democracy Empowerment -10 training hours February 23 to 2008.
- Political Leadership/100 training hours / in 2008.

**Languages-**

Arabic- Mother Tongue  
English- Very Good

**Considerations and Qualities-**

- Excellent presentation and communication skills, both in writing and speaking.
- Can adapt easily to new environments.
- Strong ability to work efficiently, independently or on a team.
- Quick learner and easily adaptable
- High work ethic
- Creative and innovative thinker

**References -**

Available upon request