

Ala' Ad'een Ibrahim A.A Amro

PERSONAL INFORMATION

Gender: Male

Nationality: Palestinian

Date of Birth: 17/6/1984

Marital Status: Married

Place of Birth: Hebron.

Address:, Hebron, West Bank, Palestine

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Education

- Contemporary Business Administration – AL-Quds Open University.
- Diploma in Database and software from Palestine Polytechnic University (PPU), Hebron 2004.
- General Secondary Education Certificate (Tawjihi) – Scientific Stream -University Graduate Union School, Hebron 2002.

WORK EXPERIENCES

- Executive secretary at Friends of Fawzi Kawash IT Center of Excellence (FFKITCE), Palestine Polytechnic University, August 2011 Until Now.
- Administrative Assistant the Business Incubation Project. (PPU Young Women IT Entrepreneurship and Incubation Project) MEPI, September 2011 Until March 2012.
- Follow-up training programs in the Center of Excellence, and provide equipment for the training process.
- Working with the Central Elections Commission for 3 months.
- Working as secretary with the Palestinian Housing Council (PHC), October 2006 – November 2006.
- Working as secretary in University Graduates Union, February 2005 – March 2005.

Training Courses

Date 2004

Subject Training course in computer maintenance and programming.

Period 145 Hours.

Location Computer Center.

Date 2008

Subject Training course in time management.

Period 30 Hours.

Location Palestine Polytechnic University.

Date 2009

Subject Training workshop in Mind maps and creative thinking.

Period 12 Hours.

Location University Graduates Union.

Date 2010

Subject Training Course in Development of skills of the training coordinators and follow-up programs during work, and calculating the return on training.

Period 40 Hours.

Location Consultants For Managerial and Technical Consultation.

Date 2010

Subject E-Archiving workshop.

Period 8 Hours.

Location Palestine Polytechnic University.

Date 2011

Subject Workshop about using Microsoft Outlook.

Location IT Center of Excellence.

Date 2012

Subject Training of Trainers.

Period 32 Hours.

Location Leaders.

Date 2015

Subject The first module is to understand the basics of the business cycle (one product for one market, Managing cash flow).

Period 3 Hours.

Location Friend of Fawzi Kawash IT Center Of Excellence.

Date 2015

Subject The second module is to understand the business of Demand and supply
(one regular product for different markets , Product Pricing) .

Period 3 Hours.

Location Friend of Fawzi Kawash IT Center Of Excellence.

SKILLS and Experience

- Excellent computer skills: Word, Excel, Power Point Presentation.
- Excellent in the office works (Secretary).
- Work under difficult working conditions.
- Ability to work for extra long hours.
- Good communications skills.
- Ambition to learn and benefit from the others' experiences.
- Very Good in writing reports.
- The ability to motivate others around me.
- Openness and the ability to evolve and gain information.
- The ability to take responsibility.
- Very good experience in the management of events, workshops, training programs and important events.