

Mahmoud Mohammed Shquier

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PROFESSIONAL SUMMARY

- A **Professional project assistant** with 3 years' experience in the field of project management that I gained during the last (3) three years working with various types of projects and different National Organizations. Highly organized with a strong attention to detail and the ability to monitor and maintain schedules closely. Motivated, driven to succeed, and able to work alone or as part of a group. Can travel and work long hours.
- A **Professional debt collector** with 2 years' experience in the field of Collections and bad debts management that I gained during the last (2) three years working with **JAWWAL** company. Highly organized with an Excellent communication skills and a sense of urgency are extremely useful to succeed in this task.

Professional Skills and Interests:

- Quality critical thinking skills
- Project Accounting and Cost Allocation
- Scheduling and calendar management
- Apt in negotiating and persuading
- Strong clerical skills
- Cash Management
- Computer and Math Skills
- Experience in working with targets and tight deadlines

PROFESSIONAL EXPERIENCE

Palestinian Cellular Communications Company, Jawwal

Aug 2018_ Feb 2020

Corporate debt collector

- Keep track of assigned accounts to identify outstanding debts.
- Plan course of action to recover outstanding payments.
- Locate and contact debtors to inquire of their payment status.
- Negotiate payoff deadlines or payment plans.
- Create trust relationships with debtors when possible to avoid future issues.

Benevolent Palestinian Childs Friends Association.

May 2016 – May 2018

USAID fund project to enhance social support for Palestinian Childs in Gaza Strip.

Project assistant

- Maintain project records, including preparing invoices, memos, financial statements, and project reports.
- Conduct project-related research, compile data, and prepare reports to present to project managers, executives, and the board of directors.
- Assist in organization and preparing procurement process of the project requirements and follow up project expenses and expenditures.
- Performed a variety of project accounting duties to support the whole project team.
- Work collaboratively with the project manager and team to maximize productivity.
- Assist the Project Manager in the preparation of the M&E system.

ASSOCIATION OF AL ROWAD FOR PALESTINIAN YOUTH

September 2015 – October 2015

Volunteer work as Project assistant

- Receiving and forwarding correspondence and phone calls.
- Manage notes and schedule meetings and appointments.
- Follow up on office supplies and submit requests periodically.
- Preparing reports, presentations and summaries.

Gaza Community Mental Health Program

November 2015 – April 2016

Volunteer work in the Projects and Programs Department

- Assist the Project Manager in monitoring the progress of the project.
- Assist the Project Manager in monitoring of the procurement of equipment needed for the project.
- Report updates verbally and in written form to management.
- Assist the Project Manager in the preparation of the project completion report.

EDUCATION

- **MBA (Human Resource)**. Al Azhar University, 2020
- Graduation Grade: Very Good
- **Professional training diploma (Projects Management)**. UNRWA, 2017
- Graduation Grade: Very Good
- **Faculty of Commerce (Business Administration)**. Al Azhar University, 2015
- Graduation Grade: Good

COURSE AND CERTIFICATES

- **Procurement and contract management**, (Certificate of achievement a training course), UNRWA, 2016
- **Managerial skills**, (Certificate of achievement a training course), UNRWA, 2016
- **Professionalism of project management**, (Certificate of achievement a training course), UNRWA, 2016
- **Financial management in NGOS**, (Certificate of achievement a training course), UNRWA, 2017
- **Emergency and Shelters management**, (Certificate of achievement a training course), UNRWA, 2017
- **Project Monitoring, Evaluation & Reporting Skills**, (Certificate of achievement a training course), UNRWA, 2018
- **Cash Management Book**, Self-Study

OTHER RELEVANT INFORMATION

- **Languages:** English (Very Good), Arabic (Fluent)
- **Computer Skills:** Microsoft Office, Excel for Accounting, Internet Advanced Search

REFERENCE

Mr. Mohammad Kofa

Mob: (059) 900-0894

- Corporate Back Office Supporter.

Mr. Qusai Abu Odah

Mob: (059) 777-7068

- Head of the Projects and Fundraising Unit at Gaza community mental health program.

Mr. Mohammad Abu Hamda

Mob: (059) 900-1291

- Corporate Sales Account Manager