

Curriculum Vitae

Personal Information: -



Name : Mahmoud A. M. Musallam

Address : Sahet El- Shawwa , Gaza , Palestine

Date Of Birth : 7 March 1990

Nationality : Palestinian

Gender : Male

Marital status : Single

E-mail : mahm.musallam@gmail.com

Telephone : 082814516

Mobile Number : 0599196579

Qualifications: -

2009 -2013 Bachelor of Business Administration in English. Faculty of Financial Management and Business .

University of Palestine.

<http://up.edu.ps>

2013 -2020 Membership card No. 2177

A legal framework that brings business administration graduates in Palestine to work on developing their own abilities and developing their practical skills.

Palestinian Administrative Syndicate.

www.nama.ps

Completed courses:

Purchasing and Storage Management
Management of Banking Operation
Analysis and Evaluation Projects
Human Resources Management
Principle of Management I & II
Principle of Accounting I & II
Financial Management I & II
Business communication
Strategic Management
Sales management
Marketing

Completed Project:

Musallam, M., Saqqa, Sh. "Assessment of The Banking System"
Musallam, M., Saqqa, Sh. "Restaurant Feasibility Study"
Musallam, M., Agha, Y. "Coca-Cola Company V&M"
Musallam, M., Safi, A. "Services Roads Company"
Musallam, M., Safi, A. "Small Project"

Workshops:

Communication & Leadership Skills
Inventory Management
Global Marketing
Economics

Experience: -

2018 – 2020

Accountant and Sales Manager **Bashir Siksik & Partners Company**
(commercial and industrial).

Accountant Consequential Tasks :

- Preserve the company's funds and secrets.
- Registration of revenues, expenses and financial constraints.
- Ensure the financial and accounting policies related to the company.
- Preparing financial reports.

Sales Manager Consequential Tasks :

- Design annual plans in sales department by relying on studying market requirements.
- Determine the strategic objectives of sales.
- Identify and adjust prices for sales.

2016 – 2018

Sales Supervisor **Alfaneeya Industrial Company for General Trading & Contracting**

Consequential tasks :

- Oversee sales.
- Develop a strategy to achieve sales.
- Inventory control..
- Keep stored goods.
- Reports on the condition of the goods.
- Follow up the inventory

2012 – 2016

The Caretaker **Musallam for Blacksmith Works :**

Consequential tasks :

- Defining goals and future plans for the work.
- Program design and implementation plans for adoption.
- Improve business productivity.

2013

I trained in the commercial department in **Jawwal Company:**

For more than three months, during which he worked on data entry and coordinate bonds and bills deportation .

2013

Course preparation and management of projects:

Course exceeded the three weeks we discussed the assessment process and the preparation of projects through the resources available to our current projects to prepare our time was the idea of a new pattern should be suitable both current conditions and future for a certain period of time.

University of Palestine.

2013

Course of marketing and follow-up, The duties and responsibilities :

- Responsibility for marketing the company's products and services to the target market.
- Follow up on all marketing materials available.
- Develop and implement a plan to market the product.

Saed Skaik General Trading Co.

2014

Course Training of Trainers TOT:

Preparation of training courses for students from different universities in the Gaza Strip, including all issues related to the management of the business in order to excellence was done under the supervision of the **Save Youth Future Society** where they were preparing several sessions held in this area.

2014

Course on how to do the debates and discussions in English and Arabic: This was done through the preparation of ready-trained groups on how to make the debates, methods and rules adopted under the auspices of the **Coalition Foundation for Accountability and Integrity (AMAN).**

2015

Projects Coordinator

Training period (Long-term) Of its goals :

- Overseeing the implementation of all tasks and follow up on all activities related to the project.
- Coordination and networking and the completion of field visits in order to mobilize support networking and cooperation with governmental and non-governmental institutions as well as civil society.
- Preparation of monthly and final reports documenting all aspects of the project work.

Save Youth Future Society.

Skills:-

Computer Knowledge: Ms Office , SPSS , Visual Basic Applications , Data Base Applications , Golden Asseal Program.

Good communication and interpersonal skills.

Leadership skills.

Languages :

Arabic : Mother Language

English : Near native speaker

German: Near native speaker

“reading , writing , speaking”

“reading , writing , speaking”

Interests: -

**Conquering more Knowledge, Self Improvement, Basketball, and Research
and continued education for master degree .**

References: -

- **Mr. Abed El - Azez Safi**
Lecturer at University of Palestine
Faculty of Financial Management and Business.
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- **Alfanneya Industrial Company for General Trading & Contracting**
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- **Mr. Ali Ali**
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