



DETAILS



ID 802.281.527



09-04-1989, Gaza



Gaza / Eljalaa. Street



Single

CONTACT



hadeel.ip@hotmail.com



+(972) 599-058-119

LANGUAGES



Arabic (Native)



English (LEVEL)

HADEEL YAHIA BANAT

BUSINESS ADMINISTRATOR



PROFILE

A highly motivated and well experienced as marketing executive in two field in terms of private even local institutions , currently looking to resume my professional career after dedicating the last five years to get promoted in higher position or to be involved in different field of working to engage my practical experience and all valuable concept and skills that I have acquired form complicated course in project management that made me qualified to make the most these skills to pick up the relevant opportunities.



OBJECTIVES

Currently looking for appropriate position in competitive environment that will appeal me to have ago to do the my best and keep me passionate to engage all my practical experiences and gained differences skills in that place to make the difference in that workplace.



EDUCATION

BACHELOR DEGREE.

Business administration in English language with pass Grade 82%.
2011

SECONDARY SCHOOL.

Highly secondary school with pass Grade 93.3% at the scientific field.
2007



SKILLS

- Fluent spoken and written English language.
- Well experienced at Microsoft office programs.



TRAINING COURSES

TRAINING PROGRAM IN FINANCIAL MANAGMENT

For NGOS from SMET (small camp; Medium Enterprise business training) UNRWA including preparing all financial statement and budgets and all the laws that control of financial working in NGOS.
45 hours.

EU ADVANCED M&E TRAINING PROGRAM

For local Palestinian NGOS advanced monitoring and evaluation training from OPTIMUM company under EU human rights program.
14 hours.

DIPLOMA AND COMPLETED TRAINING PROGRAM IN COORDINATING PROJECT AND FUNDRAISING PROCESS

From Riyadh for two month included all phases of project management (initiating, planning , executing, monitoring and evaluation, closing) and writing proposal and fundraising technique.
86 hours.

TRAINING COURSE IN MARKETING AND PUBLIC RELATIONSHIPS

From Riyadh Centre.
15 hours.

COURSE WITH ADDRESS FROM IDEA TO PROJECT

From Arkan Charitable Association for one month.
36 hours.

COURSE IN PROJECT MANAGEMENT

Especially in writing proposal of project from Society Service Centre from Islamic University.
40 hours.

COURSES IN MARKETING AND COMMUNICATION SKILLS

From Jawwal.

COURSE IN INTERNATIONAL COMPUTER DRIVING OF COMPUTER

From Islamic University.
40 hours.

TRAINING COURSE IN PEACE BUILDING AND CONFLICT RESOLUTION

From Pal Think Institution for one month.
40 hours.



EMPLOYMENT HISTORY

PROJECT COORDINATOR AS VOLUNTEER

- **Company:**
Youth Vision Association.
- **Worked period:**
February 1st of 2018 to March 30th of 2018.
- **Functions performed:**
 - Develop strategies to encourage new contribution.
 - Preparing potential budgets for project.
 - Writing project, proposal and concept paper.
 - Distributing activities through at the specific time within cost.
 - Preparing monitoring reports and monitoring plan to secure implementing of output as required.
 - Communicating and building relationship with potential donors.
 - Prepare financial statement for institution as cash flow ,balance sheet, revenues and expenses and budgets.
 - Prepare effective and detailed project action plan and follow operational directions provided for implementation project.
 - Ensure the project deliverables as on time within required cost, quality of work.
 - Coordinating process and implementing of projects.

MARKETING COORDINATOR IN GREENING THE PALESTINIAN ECONOMY

- **Company:**
Agricultural Development Association "PARC".
- **Worked period:**
September 1st of 2017 to December 31st of 2017.
- **Functions performed:**
 - Compiling information related to the national markets in the field of manufacturing and marketing of the pasteurization and forming a marketing information base on the product.
 - To establish business relations and contacts with the relevant parties in the industry and marketing of compost, in addition to contributing to the formulation of national strategies. workshops in the field of marketing and action plans.
 - Proposing and formulating the marketing components of the funding programs provided by the foundation to ensure that interventions are in line with the overall strategy of the institution and national strategies and contribute to the accumulation of experiences and practices of beneficiaries.
 - Review all reports and studies issued by different institutions in the field of manufacturing and marketing of compost and employ recommendations that reach the development of the product.
 - Participate in the writing of tenders related to the subject of training in marketing and management of the product.
 - Contribute to the coordination of training.

MARKETING AND SALES ADMINISTRATIVE

- **Company:**
Mobile Communication Company (Jawwal Company).
- **Worked period:**
December 8th of 2014 to November 8th of 2016.
- **Functions performed:**
 - Calling the customer on the mobile in order to explain some campaign.
 - Receiving the customer complaint and create some correction actions.
 - Processing of confirming the invoices that received by customer.
 - Entering and cleaning data that related with customers.
 - Communicating with customer to promote services and all campaigns.
 - Established by jawwal to achieve the efficiency and productivity for company.
 - Persuading customer with all achievement of mobile services and internet.

MARKETING AND SALES ADMINISTRATIVE

- **Company:**
Palestinian Communication Company (Paltel Company).
- **Worked period:**
November 8th of 2012 to September 30th of 2014.
- **Functions performed:**
 - I worked for Paltel Company as marketing and sales administrative for 22 months as the same tasks that I had done in Jawwal Company.

ADMINISTRATIVE ASSISTANT

- **Company:**
The ministry of communication and information technology.
- **Worked period:**
June 2012 to October 2012.
- **Functions performed:**
 - Support all secretary work by using Microsoft office and data entry.

TRAINEE

- **Company:**
Global United Insurance Company.
- **Worked period:**
March 2011 to May 2011.
- **Functions performed:**
 - Trained in global united insurance in different tasks especially in accident and compensation department.