



MOHAMMED A. M. ABU HALOOB

Human Resources Director
(HR Director)

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Address:

Gaza – Bait Lahia , Tal El Dahab St.
,beside Zaid Ben Haresah School.

LANGUAGES :

Arabic : mother tongue, excellent writing and reading.
English : second language, good writing and reading.
Hebrew language : good writing and reading

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Personal Information:

Marital status: Single.
Nationality : Palestinian. Holds a nationality "of Egypt, and Jordan."
Age : 30 years old.
Place of birth : Libya - Misratah.

Certificates:

High School : Obaida Ben El Jarah High school.
Branch : Literary
GPA : 73.5
University : University College _Gaza Strip _ Tel al-Hawa.
"Diploma in Accounting", GPA73.5 " .
University : Al –Aqsa University _Gaza Strip _ international public relations.

Computer Skills:

- Full use of computer programs and special software Microsoft Office.
- Working on Al Aseil accounting software.
- Working on archiving of information electronically.
- The ability of establishing full database.
- Coordination of meetings, Conferences, and Private Parties.
- Banking skills
- Preparing financial records
- Dealing Brilliantly with office tools "Faxes, Printers, etc..."
- Ability of writing and following commercial letters, and marketing letters."
- Ability to deal and use the Internet.

Professional experience:

- Field training in Jawwal Co. for the period 11/3/2007 till 23/5/2007 in the Human Resources, Administration, reception and customer care Departments.
- Took training "Well Makers Association" charity for the period 1/1/2008 to 05/01/2008 at the Department of Public Relations and Human Resources.
- Training in "Sons of Ahmad Al Qudwa Company" for the period 10/5/2008 to 20/5/2008 customers care unit at in the "Revenues Department."
- worked at "Rawafed for Investment Opportunities" for the period 24/5/2008 to 1/1/2011 in several areas:
 - Marketing Department "marketing idea of the "Rawafed company", and marketing projects for a center and Al Aseil and follow all advertisement."
 - Secretary Department and E-archiving and Manual Archiving for files and contracts.

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Professional experience:

- Held the position of financial administrative assistant "experience in all transactions of bank and corporations." Palestine Islamic Bank , and National Bank "
 - Director of "Rawafed company" project of "Al Aseil beauty care salon for men "24/5/2009 to 30/12/2009.
 - Participate with Injaz Palestine organization for the period from 3/2010 until 6/2010 as a guide for school students learn.
 - Held the Position of an accountant for the project of "Rawafed Agricultural City"
- Worked for "Islamic Relief", administrative and financial assistant
 - RAI Consult Ltd, Worked in human resources department
 - 1 to 3 for IT Solutions, worked as general supervisor
 - Worked with Al Yazjy group in "Preparing Franchise Feasibility Study for Al Watanya Mobile".
 - Worked in E-Marketing for RAI and 1 to 3 Companies.

Organization	Project
Secours Islamique France	House Repair for Affected families
UNDP & EU	Envision Gaza 2020
OXFAM	Support MoA and Fss on the update of ...
NGOJ / UNDP	Water Desalination Plant Project
Jawwal	Organizing the celebration of Jawwal General 2000
European Union	Environmental Awareness under EU projects ...

Computer Skills:

- International Marketing, through the Islamic Development Bank, with the cooperation with the Taim under the supervision of Pal trade.
- Public relations , through the forum of public relations and advertising, communication revolution "in the presence of a. D. Abu Ajwa, a professor of public relations at the University of Cairo in Egypt. Through direct encounter via video conference, with a. D. Ammar Bakkar, origin site mbc . Net "shahed.net" "Created and co-Arab news channel.
- Course in "Communication revolution new techniques for a special relationship. ".
- Course in new media at the service of public relations, advertising and training program next "twitter / Facebook / Flickr / YouTube".
- Course ICDL.
- Course "Network Marketing" in Egypt.

References:

- Mr. Moaied Abu Ramadan, " the National Bank of the Palestinian " 0599485860 " .
- Mr. Ahmed Farouk Al - Afranjy "Bank of Palestine "0599311515".
- Mr. Waleed El-Shawa , " Lecturer at University of Palestine " 0599343765" .
- Mr. Rana El- Shawa "Lawyer at Bank of Palestine "0599750093.
- Sami Al Frangi "Jawwal Company Employee" 0599001338.
- Eng. Mohammed Abu Haloob " Manager of Qatar Charity" 0598055552
- Wadea Almasri 0599607000