

PERSONAL INFORMATION Abed An-Nasser Sakhel

 Nablus, Nablus (Autonomous Palestinian Territories)  0598231471  2345113

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WORK EXPERIENCE

30/09/2012–18/11/2018 Administrative Officer and supervisor Computer at Faculty of Economics.

# Najah National University, Nablus (Autonomous Palestinian Territories)

# 18/11/2018–Until Now Administrative Officer at Human Resources Department.

# Najah National University, Nablus (Autonomous Palestinian Territories)

EDUCATION AND TRAINING

01/01/2015–01/05/2018 BA Computer Information Systems

# Al-Quds Open University, Nablus (Autonomous Palestinian Territories)

01/09/2010–06/06/2012 Diploma of Computerized Information Systems

# Hisham Hijjawi Technology, Nablus (Autonomous Palestinian Territories)

01/09/2009–01/06/2010 Tawjihi

# King Talal School, Nablus (Autonomous Palestinian Territories)

01/01/2012–01/05/2012 Training

# IT Group, Nablus (Autonomous Palestinian Territories)

PERSONAL SKILLS

Mother tongue(s) Arabic

Foreign language(s)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| UNDERSTANDING | | SPEAKING | | WRITING |
| Listening | Reading | Spoken interaction | Spoken production |  |

English B1 B1 B1 B1 B1

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user [Common European Framework of Reference for Languages](http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr)

Communication skills The ability to communicate effectively with superiors, colleagues, and staff.

Organisational / managerial skills Excellent organisational and prioritisation skills.

Job-related skills The ability to communicate effectively with superiors, colleges, and staff.

Ability to work within a team and bear work pressure.

Digital skills SELF-ASSESSMENT



|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Information processing | Communication | Content creation | Safety | Problem solving |
| Independent user | Independent user | Independent user | Independent user | Independent user |

[Digital skills - Self-assessment grid](http://europass.cedefop.europa.eu/en/resources/digital-competences)

computer skills

* Good command of office suite (word processor, spread sheet, presentation software)
* Good command of photo editing software gained as Photoshop program
* Design images and video using Photoshop and After Effects
* Internet and computer skills Driving licence B

ADDITIONAL INFORMATION

Courses CCNA Certification: 1 to 4 level

Courses PHP courses Courses Microsoft Office Courses Network

References Proff. Jehad Yasin- An-Najah University Dr. Khaled Zedan - An-Najah University

Dr.Majeed Mansour- Arab American University

Memberships - Introduction to the data of new students at An - Najah University 2012-2013.

* Member of the Student Council Elections Committee at An-Najah University 2013&2017.
* Member of the Committee of Internal Elections for Youth Students at Najah University 2016.
* Member in Committee for the development of websites in the Faculty of Economics 2016 -2018.
* Member in Social Committee at the Faculty of Economics 2016 -2018.
* Coordinator of communication between the Department of Public Relations at the University and the Faculty of Economics 2012-2018.
* Coordinator of websites in the Faculty of Economics and Social Sciences 2016 -2018.
* First Conference of the Faculty of Economics and Social Sciences 2018.
* Member of the graduation committee of An-Najah University in 2018.
* Technical Committee for the 2nd Conference of the Faculty of Economics and Social Sciences **2019.**
* Coordinator of training courses for students of the Faculty of Economics 2012-2018.
* Quality File Supervisor in Human Resource Management for certification ISO.