***Ismail Naim Yasin, CIS ,MBA***

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***Education:***

* MBA Degree from An-Najah National University, Palestine, 2003.
* B.Sc Degree from Al-Quds Open University, Computer Information System (CIS) , Palestine, May 1997.
* Diploma Certificate from the Second Mid - Industrial Institute, Mechanics, Halab/Syria, July 1979.

***Training:***

* **Jun.2 – Jul. 31 2021** Attending **Skills Anticipation and Matching course**, 60 Hrs.
* **Mar.27 – Jul. 29 2021** Attending **Introduction to the quality and Auditing** course, 32 Hrs.
* **Jan 20,2021 E-learning course (preparing Exams).**
* **Apr,11,2021 Technical stress course.**
* **Mar24, 2021 Gender Course.**
* **Jul 20 – Jul 25, 2019 TOT of the National Team on Developing and adapting Entrepreneurship Curricula in Palestine, 30 Hrs.**
* **Jun 23- Jun 29, 2018 Activating course for national facilitators, KAB.**
* **Jan.14 – Jan. 26 2017** Attending **Kab** course for training national Facilitators.
* ( June 27 July 27,2010),Certificate Trainer’s Training for the IT Vocational Training Center, An-najah National University, organized by The Korea International Cooperation Agency(KOICA) .
* Instrumentation & Communication for three weeks, Summer University At Balamand University, Lebanon, 7-25/7/1997.  
    
  Automation and Measurement Control, for  six months, sponsored by the French Government , IUT-CACHAN, FRANCE, 1994.
* Computer Aided Design (CAD) Computer Aided Manufacturing (CAM), for five months sponsored by AMIDEAST, Southern Illinois University (SIU) CTC, U.S.A., 1990.
* Architectural Draghting, for six months, Arab Engineering Center, Nablus, 1981.
* Workshop in Data base at An-Najah University in 1993, sponsored by AMIDEAST.
* One month training course in solar energy at Beir-Zeit University in 1984.

***Published Works:***

* Paper, 15 March 2012 ( Vocational Training in Palestine from a Gender perspective: Visions and challenges, The Role of Hisham Hijjawi College of Technology in the " Vocational Training Process" in Palestine.
  + Co-author of “Computer Applications in Accounting”, 2009.
* Co-Researcher, Factors that affect the use of Information Technology in the Process of Education in North Palestinian Schools., An-Najah University Journal for Research-B (Humanities), 2008.

***Experience:***

* 1/9/2019– Present, **Head of Education and Administrative sciences Department,** An-Najah National Community College, An-Najah University, Nablus , Palestine.
* 1/4/2017– Present, **Head of Projects and studies unit,** HHCOT, An-Najah University, Nablus , Palestine.
* 5/8/2011 – 4/10/2012 Director of Microsoft Academy, Hisham Hijjawi College of Technology.
* 5/8/2010 – 15/8/2011 Dean Assistant of Hisham Hijjawi College of Technology.
* Conducted training course on (Administrative Assistant/Private Secretary, Diploma Program), Cambridge International College-London, executed in cooperation with Korean Palestinian Institute-An-Najah National University, the program included (“PA/Secretarial Work Environments”, “Information, Records and Filing”, “Oral Communication, Forms And Business Documents”, “Business Letters”, “Memoranda, Reports, Telecommunications, Word processing”, ”Meetings”, “ Incoming and Outgoing Mail”, “Reception Work, Visitors and Appointments”, “Money Matters” , “Supervision of Office Personnel”).
* **2005-Now: Instructor of IT & BA , Hisham Hijjawi College of Technology, An-Najah National University, Nablus.**
* Part time Instructor at An-Najah University, Faculty of Economics teach MIS(Management Information System), 2004.
* 50 Computer Training Courses Covering (Dos, windows, WinWord, Excel, PowerPoint, Access, AutoCAD, Internet & E-mail) from 1/11/1998 up to 31/08/2005, An-Najah National University, Studies Consultancies And Technical Services Center.
* 2 Training Courses (Executive Secretary& Office Management) from 1/6/2009 up to 30/11/2009, An-najah National University, Korean Palestinian IT Institute of Excellence(KPITIE).
* Supervisor of Internet service, An-Najah National University since 13/2/1999 -13/2/2001.
* Part time Instructor at Al-Quds Open University, teach 4 classes, MIS(Management Information System), Files Organization using COBOL language, Introduction to Computer, (AIS)Accounting Information System, from 2004 up to now.
* 1/1/1997, at An-Najah National University, Faculty of Engineering as a Computer Lab. Supervisor.
* I attended special courses through my MBA program by which Corporate Restructuring was defocus point of my subspecialty. In addition, and through my work at an Najah National University, I taught several courses as a part of my job as supervisor for Engineering Computer Lab. And through Continuing Educational Center.
* Those courses are Computer applications such as financial Excel functions, windows, WinWord, Excel, PowerPoint, Access, AutoCAD, Internet & E-mail, and Introduction to Computer.
* Since 1980 I have been working at An-Najah National University, Faculty of Engineering as a Lab technician.
* A school teacher for one year at Tulkarm Industrial Secondary school from 20/9/1979 - 31/10/1980.

***Languages:***

Arabic  : Excellent  
English: V.good  
French : Good

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***Personal***

Nationality : Palestinian

Date of Birth : August, 28

Marital Status: Married *-3 teens.*