

# ( C.V )

## (1) Personal Data

Name: Nader Mahmoud Hamed Mosa  
Nationality: Palestinian  
Place and Date of Birth: Qaryoot 4-3-1961  
Marital Status: Married  
Children: 6  
Department: Business Administration  
Faculty: Economics and Administrative Sciences  
University: An-Najah National University  
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## (2) Education (More Recent)

Degree	University	Address	Year
Master	Ein Shams	Cairo – Egypt	1989
Bachelor	An-Najah National University	Nablus- Palistine	

## (3) Title of Master Thesis :

Training Needs Assessments in the Jordanian Banking.  
General Field: Business Administration  
Specialized Field: Human Resource Management (HRM).

## (4) Career Path (From Recent)

Title	Institute	Year
Trainer	Continuing Education Center	1994-2008
Chair of Business Administration Department	Administrative Sciences	2003-2005
Instructor of Business Administration courses	= =	1994-2008
Chair of Commercial Profession Department	Arab college- Amman	1993
Instructor/Commercial Profession Department	= = =	1990-1993
Part-time instructor	Al-Quds Open University	1994-2008

<b>(5) Language Skills:</b>	<u>Reading</u>	<u>Writing</u>	<u>Speaking</u>
Arabic (Mother Tongue)	x	x	x
English	x	x	x

**(6) Managerial/Administrative Consultations**

Institute	Work Address	Year
Member of a consultant team from An-Najah National University	Reorganizing Jenin Municipality	1999
= = = =	Restructuring Purchasing Department at An-Najah National University	2000
= = = =	Survey of Municipality Councils Training Needs	2001

**(7) Teaching Experience**

**Courses Taught**

- 1- Principles of Management 1.
- 2- Principles of Management 2.
- 3- Human Resource Management.
- 4- Purchasing and storage Management.
- 5- Marketing Management.
- 6- Training and Managerial Development.
- 7- Strategic Management.
- 8- Organization Behavior.
- 9- Organization Theory.
- 10- Small Business Management.
- 11- Production and Operations Management.
- 12- Managerial Control.
- 13- Public and Local Administration.

**(8) Training Workshops Conducted:**

- 1- Executive Secretary
- 2- Advanced Managerial skills
- 3- Managerial skills
- 4- Communication skills
- 5- Human Resource Management
- 6- Executive Secretary
- 7- How to improve your Bus.
- 8- Tenders
- 9- Report writing
- 10- Managerial Leadership
- 11- Job Analysis & Job Description
- 12- Dealing with public skills
- 13- Public Relations skills

- 14- Managing Meeting skills**
- 15- Time Management**
- 16- Public Administration**
- 17- Team Management skills**
- 18- Managing Training process**

**(9) Committee Memberships**

- 1- Member of Managerial Development Committee**
- 2- Member of Programs of Studies Evaluation Committee**
- 3- Member of Social Survey Committee**
- 4- Member of Practical Training Committee**

**(10) Community Service**

- 1- Member of Village Council – Qaryut**
- 2- Member of Charitable organization – Qaryut**

**(11) Training interests:**

- 1- Human Resource Management**
- 2- Job Description**
- 3- Managerial Leadership**
- 4- Business Process Reengineering (BPR)**
- 5- Project Management performance with six sigma**
- 6- Total Quality Management (TQM)**
- 7- Negotiation Skills Management**
- 8- Change Management**
- 9- Motivating Employees**
- 10- Time Management**