

FIRAS HAMDAN

Marital Status: Married

Date of Birth: 09/07/1986

Email: Firas.Hamdan@najah.edu

Professional Experience

Jan/2012 - Until now, An Najah National University, Economic and Business science, Business Administration Dept. Instructor.

May/2008 – 1st/SEP/2010, Palestinian Banking Corporation, Administration Department, Administrative Officer.

Responsibilities & duties include:

- Preparing administrative reports
- Commercial and Banking correspondence.
- Following up all the procedures of procurement and contracting process.
- Member of purchasing committee in the corporation.
- Responsible for all services in the corporation, such as: (Stationary, Furniture, Technical Equipments, and direct negotiations with dealers).
- Following up with Insurance company (Medical and General insurance), analysing the insurance bids and policies.

Education

- 2010 - 2011, Master of Business Administration, University of Cyprus.
- 2004 – 2008 Bachelors in Business Administration (83.2% Very good)
An-Najah National University, Nablus.
- 2003 – 2004 Secondary Scientific Certification
Al-Islameya Secondary School, Nablus.

Training courses

- 2010, Palestine Institute For Finance & Banking Studies. A training program of Managing Procurement in Financial & Banking Sector.
- 2009, AMRA Information Technology. Internet Based TOFEL. Score 66/120
- 2008, Palestine Institute For Finance & Banking Studies. Course of Human Resource Management Strategy.
- 2008, 160 hours training course through the Association of Banks in Palestine (ABP) under a program managed by Palestinian Enterprise Development (PED) Project / Development Alternatives Inc. (DAI) and financed by the United States Agency for International Development (USAID). Main courses are Business Communication, Accounting and Financial analysis, Business Planning, Marketing and specialized topics in Commercial banks in economy and financial intermediation, Overview of credit products and lending process, Load pricing, Interest rate risk, Operational risk, Risk management and other related topics.

- 2008, An-Najah University. Course of Public Relationships for Organizations, in Continuous Education Center.
- 2008, Amid East Center. Course of Communication Skills.
- 2008, An-Najah Alumni Association Students. Course of Be Ready to Begin the Work, deals with different requirements and tools to be ready for work.
- 2005, Palestinian Medical Relief society. Course of Capacity Buildings.
- 2003, Ramallah Summer Camp. Course in the Youths Leadership.
- 2000, Palestinian Medical Relief society. Course in First Aid.

Skills

- Communication skills.
- Negotiation skill and persuasive ability.
- Microsoft Office Programmes (Word, Excel, Front Pages, Power Point).
- Searching engines.
- Capacity to work under works stress.
- High ability to work in team spirit.
- A Valid driving Licence and car.

Languages

- Arabic (Excellent reading, speaking, writing).
- English (Very good reading, very good writing, and good speaking).

Honours Certificates

- Haj Nimer Tamimi Company for Trading and Transmit, Nablus, July 2001, honour and appreciation certificate because of humanity and medical service and social work in Nablus city in Intifadt Al-Aqsa as represents of Medical Relief Society.
- The Palestinian Medical Relief Society, Nablus, January 2001 honour and appreciation certificate for distinguished in social work and given the help for my community.

References:

- 1- Dr. Jehad Meshaal, Flagship Project (USAID), General Manager, Cell Phon: 0599557755, Jmashal@flagshipproject.org
- 2- Mr. Mohammed Masri, Palestinian Banking Corporation, Credit Manager, Cell Phon: 0598399995, Email: Mohammadm@palbanking.com.
- 3- Mr. Amjad Masri, Palestinian Development Fund, Credit Manager, Cell Phon: 0599244112, Email: Amjadm@palbanking.com.