

Yazeed A. Salha

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Personal Data:

Date of Birth: 20 May 1985

Gender: Male

Nationality: Palestinian

Marital Status: Married

Objective:

I am willing to give total support the organization that I am in, with the experience and capability that I have, in order to achieve organization's goals and create mutual benefits.

Education:

2004 – 2010: Bachelor Degree of I.T and Method of Teaching Computer Average (good), Islamic University of Gaza, Gaza Strip.

2002 – 2003: General Secondary Certificate, 80.70 Averages, ABED-ELFATAH HMUOD Secondary School, Gaza Strip.

Work Experience:

From 10/2016 to 2/2017

Shashat Organization_for Media and production

Supervisor

Tasks:

- Supervising all the activities of the committee and the teams working on them.
- Reviewing technical submissions.
- Controlling budgets at project level.
- Administering contracts and ensuring that work is completed to deadline.
- Preparation and Documentation of the projects data and information.

From 7/2015 to 6/2016

Deprived Families Economic Empowerment program (DEEP / UNDP) at Alnajda Social Association

Project Coordinator

Tasks:

- Supervising all the activities of the project and the teams working on them.
- Visiting the target Families.
- Select the critical target .
- Trainer the target groups.
- Prepare plan of all project phase .
- Prepare the quantities.
- Prepare tenders and BOQ.
- analysis quantity prices .
- Archive the work and references.
- Follow up the supplies and recommendation
- Follow up the beneficiaries projects and give the advise .

- work as procurments assist .
- prepare biweekly , monthly and Quarterly reports .
- contact with partner's associations of projects and adminstraions.
- Administering contracts and ensuring that work is completed to deadline.
- Preparation and Documentation of the projects phases data and information

From 9/2014 to 6/2015

Neighborhood After School Program (NASP / MERCYCORPS) at Al-Shamal Association for development .

Project Coordinator

Tasks:

- Supervising all the activities of the project and the teams working on them.
- Prepare A weekly plan .
- Prepare Biweekly and monthly reports.
- Archive the work and references.
- Prepare File of all beneficiaries of project.
- Follow up the team of work and evaluate them biweekly .
- Aadministering contracts and ensuring that work is completed to deadline.
- Preparation and Documentation of the projects data and information.

From 9/2013 to 7/2014

Deprived Families Economic Empowerment program (DEEP / UNDP) at Alnajda Social Association

Field worker

Tasks:

- Visiting the target Families.
- Select the critical target.
- Prepare plan of all project phase.
- Prepare tenders and BOQ.
- Analysis quantity prices.
- Archive the work and references.
- Documentation all files and information of projects
- Enter Data at web site for all beneficiaries

From 2/2013 to 6/2013

Ministry Of High Education

Secretary

Tasks:

- Enter Data of association information.
- Prepare report's
- Documentation report's and files
- Mail process and direct it to specialist
- Read the follow-up file daily.
- Take the appropriate action to follow the subject.
- Saves the subject in its own file after it has finished

From 5/2011 to 11/2011

Employment Project - PNGO at Alnajda Social Association

Data Entry

Tasks:

- Enter Data of association information.
- Prepare report's
- Documentation report's and files

Skills

- Strong interpersonal skills
- Strong verbal communication skills
- Written communication skills
- Adaptable, can-do attitude
- Self-motivated/self-starter
- Able to motivate others
- Effective team player
- Energy and enthusiasm
- Problem-solving skills
- Work confidently under pressure
- Excellent organizational skills
- ability to absorb the others
- Able to work (Procurement Officer)
- Prepare BOQ (Bill of quantities) and for Tender's and quotations.
- Ability to analysis quantity prices
- Able to work Data Entry
- Computer & language skills
- Microsoft Applications: Word, Excel, Power Point
- Internet Search and easily using internet Application (Hotmail, Gmail , Yahoo)
- A good user for Social Media (F.B , Twitter , Instagram)

Training courses

- Human Resource Management
- Communication skills
- Reengineering of Human Resource
- Time Management
- Decision Making Management .
- Analytical and Ethical skills for new employee .
- Creative Thinking .
- Problem solving for manager
- The Art of Report Writing
- Human Resource Development
- Human Rights Education, Culture
- Advocacy

Hobbies

- Sport (watching Soccer , playing Football)
- Politics
- Reading

References

- Eng . Tarek Chatat (Program Manager _ UNDP/ DEEP)
Mob No : 0599864277
- Eng . Nawal Akel (Executive Manager at Alnajda social association)
Mob No : 0595529290
- Eng . Salah Hammad (Program Coordinator _ UNDP/ DEEP)
Mob No : 0599630549
- Mr . Mohammad Asaad (Executive Manager at North Association)
Mob No : 0599462361
- Miss . Amal Hana (Program Coordinator - MERCYCORPS)
Mob No : 0597910408