

CURRICULUM VITAE

NABEEL I. SALAMEH

RAMALLAH, PALESTINE,
+972 599 – 534422 - +972 522 – 619762

NABEELSALAMEH@YAHOO.COM

OBJECTIVE

To secure a position -where experience in human resources, administration will add value- that develop and maintain with a dynamic organization that provide challenges and opportunities for growth enhancement and satisfaction. Ambitious to apply my skills and abilities in related fields, willing to learn new things and constantly to improve myself for the benefit of the organization; to make me valuable to myself, family, organization and my nation.

SUMMARY OF PROFESSIONAL QUALIFICATIONS

- Strong human resource background includes staffing, training, payroll, HRMS Systems.
- Organizational and Strategic Planning.
- Superb written and oral communication skills.
- Skilled in developing department budgets and creating department objectives.
- Experienced in writing and delivering presentations for executive meetings.

EDUCATION

- 2005 - Till now **MASTERS in International Cooperation and Development (MICAD)** this is a cooperation and partnership program between a group of European Universities and Bethlehem University by a support of a network of Palestinians to achieve Palestinian Sustainable Development.

Courses: Management issues, Human Resource Management, human development issues, Project management, Economic issue, International Issues, Social issues, Middle East issues, and Historical issues.

My thesis project will focus in the field of Human resource management; I will investigate the status of Palestinian NGOs in Performance Appraisal & Human Resource Development Polices to evaluate the effectiveness of the appraisal and the development of the human resources process.

- **1997 – 2001**, An – Najah National University , Nablus – Palestine
Bachelor Degree in Journalism
Graduated with a very good assessment, Average: 82.9%
- **1997**, Beit Lead Secondary School, Beit Lead – Tulkarem - Palestine
The General Secondary Educational Certificate (TAWJIHI).

EXPERIENCE

Palestinian Agricultural Relief Committees (PARC)

Managerial development and Human resources officer

Sep. 2004 – Present

Responsibilities & Duties:

1. Department activities:

- The Coordinator of the department; annual plans and reports.
- Participation with the administrative director in analyzing the financial resources and allocating employees in the projects.

2. Responsible of the Human Resource Management System (HRMS)

- Personnel and Recruitment
- Payroll
- Attendance
- Evaluation
- Human Resource Development
- Project staffing

3. Participating in reviewing and developing the organization chart, drafting and developing job descriptions for the staff-135 employee.

4. Training responsibility :

- Conducting training needs assessment for employees.
- Plan and organize the training programs for the employees according to the needs assessment.
- Following-up on the university education program.

5. Participating in developing administrative policies and procedures.

6. Coordinating for the development of a health insurance system for PARC:

- Following-up with the welfare association and the insurance company and participate in meetings.
- Following-up with the Insurance Coordinators.

7. Following-up on the publishing the organization Annual Report.

8. Participating in developing the organization's website.

Professional IT Services (PITS)

Coordinating & Public Relation Manager

June. 2004 - Sep. 2004

Universal Technical Institute (UTI)

Coordinating & Public Relation Manager

Dec. 2003 - June 2004

Tasks included:

- Coordinating training programs
- Supervising material designing and training methodology
- Handling financial requirements
- Preparing financial & technical offers
- Managing correspondence
- approaching potential clients
- Public Relations

AFAQ T.V

Administrative & Public Relations Manager

Aug 2001 Sept. 2002

- Following-up with the employees' administrative issues.
- Following-up with marketing campaigns.
- Coordinating with media, universities and other institutions.

VOLANTARY WORK

Arab Agronomists Association (AAA),

Feb.2005 – Present

Development Consultant

I work as a development consultant with Arab Agronomists Association (AAA), in planning for evaluation activities and HR activities, in addition to participating in planning for different events and controlling of writing the annual report and plan for the association. Also, I am a member in the interviews committee for any new employment and for the agronomists training as well.

TRAINING

- **Human Resource Management System**

Conducted by Arab Technology System (ATS) through PARC's project to develop human resource system , 2006

- **Strategic Planning**

Conducted by Ritaj for Managerial Solutions in cooperation with the Association of international development agencies, AIDA, April 2006

- **Administrative and Financial Reviewing for Palestinian NGOs**

Held by Palestinian NGO network (PENGO) in Cooperation with Welfare Association and British council 2005.

- **New Techniques In Performance Appraisal**

Arab Technology Systems (ATS), 2004.

- **Effective Practices in the Management Of Rural Development Projects/Programs**

Held by Birzeit University – NEMTA National Training Unit in Cooperation with the International Fund For Agriculture Development (IFAD), And Capacity Building International (InWent), 2005.

- **Proposal Writing & Fundraising**

General Consulting & Training, 2005.

- **English Language (Conversation)**

Universal Technical Institute (UTI), 2004.

COMPUTER SKILLS

- **Human Resource Management system (HRMS)**
Arab Technology Systems (ATS), 2006.
- **Oracle 9i Discoverer for End users**
Arab Technology Systems (ATS), 2006
- **Microsoft Office Programs & Internet Skills**
Universal Technical Institute (UTI), 2004
- **MS-Project Program**
The Arab European Foundation For Training, Research And Higher Education (AEF), 2004
- **Photoshop/ PageMaker / Win text**
An – Najah National University, 2000

LANGUAGES

- Arabic – native language
- English – reading, writing and speaking with proficiency

SOCIAL SKILLS AND COMPETENCES

Thanks to the different experiences I went through, I developed interpersonal skills, teamwork, relationships and diverse skills. Furthermore, I acquired skills in understanding other people – issues that motivate them, how they think, how they feel and value and how to work cooperatively and productively with them.

OTHERS

- Editorial staff member in the Sustainable Development Newsletter of PARC
- General Assembly Member, Youth Development Association (YDA)
- Valid and clean driver's license
- Valid Permission to Jerusalem since 2006.

REFERENCES

Furnished upon request
