

FIRAS HAMDAN

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Marital status: Married, 2 Children

Academic Experience

Jan/ 2012 – till now, An Najah National University, Business Administration Department, Instructor. I am teaching at Business Administration department the following courses:

- Principles of Management.
- Material Management.
- Purchasing and Inventory Management.
- Organizational Theory.
- Entrepreneurship and Small Business Management.
- Communication and Leadership Skills.

Professional Experience

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

Responsibilities & duties include:

- Following up all procedures of procurement and contracting process.
- Member of purchasing committee in the corporation.
- Following up with Insurance company.
- Preparing administrative reports
- Commercial and Banking correspondence.

Education

- 2010 - 2011, Master of Business Administration, University of Cyprus (GPA: 7.21, Very good), Nicosia – Cyprus.
- 2004 – 2008, Bachelor of Business Administration, *An-Najah National University* (GPA: 83.2%, Very good), Nablus - Palestine.

Voluntary Works

2000 – 2008, Palestinian Medical Relief Society, Field Volunteer, Responsibilities and duties include:

- First Aid Teams.
- Administrative work.
- Coordination with international activist who support Palestine.
- Social Activities.

Training courses

- 2010, Palestine Institute for Finance & Banking Studies. A training program of Managing Procurement in Financial & Banking Sector.
- 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

- High Communication skills.
- Negotiation skill and persuasive ability.
- Capacity to work under works stress.
- High ability to work in team spirit.

Languages

- English (Very good reading, writing, speaking).
- Arabic (Mother tongue).