

# SHADI ABUALWAFWA

Jenin - Palestine

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## SUMMARY

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As a Fixed Asset Specialist at An Najah National University, I manage the accounting and reporting of the university's fixed assets. I graduated from An Najah National University with a Bachelor's degree in Management Information Systems in 2021, and I have been working in this role for over two years. I collaborate with other departments and stakeholders to ensure compliance, accuracy, and efficiency. My core competencies include data analysis, asset management, customer relationship management, and problem-solving. I am passionate about using technology and data to improve the university's operations and performance, and I strive to learn new skills and best practices in my field.

## EDUCATION

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<b>An-Najah National University</b> <i>Bachelor's Degree in Management Information Systems</i>	<b>Sep. 2017 – June 2021</b> <i>Nablus, Palestine</i>
<b>Silat Al-Harithiya Secondary School</b> <i>High School</i>	<b>Aug. 2016 – June 2017</b> <i>Jenin, Palestine</i>

## SKILLS AND KNOWLEDGE

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- System Analysis: Delivering innovative technological solutions through comprehensive requirements analysis, system analysis and design to achieve business objectives.
- Digital Marketing: Leveraging digital media and tools to market products, enhance brand awareness, and engagement target audiences effectively.
- Visual Analytics: Utilizing advanced tools to analyze datasets with visual representations, aiding strategic and informed decision-making.
- Data Mining: Analyzing large datasets to extract trends, patterns, and insights for strategic decision-making.
- Search Engine Optimization (SEO): Enhancing website visibility and ranking through advanced SEO strategies and techniques.
- Customer Relationship Management (CRM) Systems: Implementing CRM best practices to analyze data, develop campaigns, and drive business growth.
- User Experience (UX): Designing intuitive user interfaces by analyzing user needs, ensuring ease of use and effective interaction.
- Enterprise Resource Planning (ERP) Systems: Implementing best practices in ERP systems to boost operational efficiency and resource management.
- Project Management: Planning and executing projects successfully, defining objectives, schedules, and budgets, and coordinating team efforts to achieve the desired outcomes.
- Technical Support: Resolving technical issues and providing advanced assistance to users to ensure optimal performance of systems and devices.
- Programming, Web Design and Web Development: Skills in programming, web design and web development to deliver integrated and effective solutions.
- Databases(Oracle, PLSQL): Designing and developing databases, including creating relational models.

## PERSONAL PROJECTS AND TRAINING

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<b>Customer Relationship Management Systems Specialist</b> <i>Drift Clothing Store</i>	<b>Dec. 2020 – April 2021</b> <i>Nablus, Palestine</i>
<ul style="list-style-type: none"><li>• Gathered comprehensive information about the store's current workflow, identified existing issues accurately, evaluated them, and proposed appropriate solutions.</li><li>• Conducted multiple sessions with stakeholders to gather and analyze system requirements, in addition to performing detailed market research to identify the most suitable tools and technologies for the project. Also, accurately estimated the project's cost.</li><li>• Designed detailed diagrams, data dictionaries, and coding systems necessary for system implementation, focusing on creating a robust and flexible infrastructure to facilitate implementation and integration.</li><li>• Implemented the system using bitrix24 tool, ensuring seamless integration with the store's existing systems</li><li>• Conducted extensive testing to ensure the system's quality and effectiveness, and trained employees on its use to maximize the benefits of its capabilities.</li></ul>	

## Intern

Feb. 2021 – May 2021

*PITS Track*

*Nablus, Palestine*

- Conducted user experience testing to ensure optimal user satisfaction and interface usability.
- Performed automated testing including usability, accessibility, security, and stress testing to ensure the robustness and reliability of the software.
- Collaborated with development teams to identify and address any issues found during testing.
- Assisted in creating detailed reports on testing outcomes and provided actionable recommendations for improvements.

## Experience

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### Fixed Asset Specialist

Nov. 2021 – Present

*An-Najah National University*

*Nablus, Palestine*

- Successfully registered and maintained accurate records of all fixed assets, ensuring compliance with University policies and accounting standards.
- Calculated and recorded monthly and annual depreciation for fixed assets, ensuring accuracy and alignment with accounting principles.
- Prepared detailed reports on fixed asset status, depreciation, and capital expenditures, providing actionable insights to senior management
- Collaborated closely with finance, procurement, and other departments to ensure seamless asset management and reporting.
- Active participation in bid study committees, assessing bids, and contributing to strategic decisions, ensuring efficient procurement processes.
- Contributed to the development and enhancement of fixed asset management systems, implementing best practices to improve efficiency and accuracy.
- Provided support during internal and external audits by ensuring all fixed asset records were accurate and up to date.

## SOFTWARES

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|--------------------|---------------------|-------------------|-----------|
| • RapidMiner       | • Tableau           | • Similar web     | • VWO     |
| • Google Analytics | • Odoo              | • Pentaho         | • Draw.io |
| • Google Trend     | • Microsoft project | • Ganttter        | • Canva   |
| • Google Ads       | • Microsoft Excel   | • Visual Paradigm | • Shopify |
| • Facebook Ads     | • Microsoft Access  | • SEMrush         | • Weka    |
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