

# Ahmad Qara'een

Jerusalem



## SUMMARY OF QUALIFICATIONS

Skillful and dedicated with extensive experience in the coordination, planning, support of daily operational and senior administrative functions.

Demonstrated capacity to provide comprehensive support for executive-level staff including scheduling and attending meetings, participate in the design of business / project plan, and effectively managing all essential tasks related.

Proven track record of accurately organizing and managing various types of events including conferences, workshops, trainings, special lunches and dinners locally and internationally.

Demonstrated efficient experience in high level communication with local stakeholders, organizations and individuals. In addition to communication with various external parties in the serve of work assignments.

Adept at developing and maintaining detailed administrative and procedural processes that reduce redundancy, improve accuracy and efficiency, and achieve organizational objectives.

## PROFESSIONAL EXPERIENCE

NEW INTERTRADE – RAMALLA

August 2009 – August 2015

### **Maintenance Department Manager & Sales Department**

*Manage the company's Maintenance department, create and establish a work plan and sustain evaluation of the department team performance. Develop and improve overall performance of the service, establish relation network with customer, and provide support for sales and marketing officer.*

- Perform a variety of day-to-day tasks supporting the department services, providing the company with needed development support including establishing and attending promotion meetings.
- Follow up on the company's activities and ensure efficient coordination between its customers and the maintenance department.
- Establish and maintain a development plan and ensure its compatibility with the company's targeted objectives.
- Manage and supervise the department projects directly.
- Develop a performance improvement plan and ensure its implementation among customers.
- Establish an efficient evaluation system for all the department employees with the coordination

with the management team.

- Organize and manage staff meetings and evaluation process.
- Ensure the efficient flow of daily tasks throughout the department.
- Initiate initial communication with potential customers and provide needs assessment study.
- Negotiate price offers conditions directly with customers, and provide support for sales department in closing deals, through following on customers / projects, distribute marketing material and provide technical presentations to current and potential customers.

Willy Brandt Center Jerusalem & Fateh youth movement (Jerusalem)

October 2009 - Present

### **Project manager & International Relations**

*Manage and supervise the organization projects, new and ongoing. Manage the Organization campaigns for youth, and arrange related activities, locally and internationally.*

- Head of Fateh youth movement international relations committee in Jerusalem.
- Responsible for the relation and Projects between Fateh youth movement, Willy Brandt center and Frederick Ebert Stiftung.
- Organize and supervise the organization projects from startup up to closing.
- Manage the ongoing projects, and prepare related reports.
- Reporting to the sponsors and management the projects activities.
- Organize and manage all the project events and trainings in West Bank and Jerusalem, average number of events is 30 per year and that includes conferences, workshops, trainings, lunches and dinners.
- Organize and manage the project events from A to Z, including drafting invitation letters, follow up with participants, managing offers and venue, and managing the event budget and financial transactions.
- Contact hotels and negotiate offers.
- Coordinate and supervise logistic arrangements with the hotel, participants and other stakeholders, and manage travel arrangements.
- Provide technical assistance to presenters in preparing power point presentations and needed materials for the event.

## **LANGUAGES & TOOLS**

### Language Skills

Fluent in both spoken and written Arabic

Near fluent in written and spoken English

Near fluent in written and spoken Hebrew

Humble in written and spoken French

*Proficient in*

Microsoft Office System: Word, PowerPoint, Excel and Access.  
Also use of Microsoft Outlook and Internet

## **EDUCATION**

**B.A of Information Technology (information System section)**

**MISR University for Science and Technology, 6<sup>th</sup> of October city, Egypt.**

**Tawjihi** (Secondary School Education), Science Section,

College Des Frères (De La Salle high school) Jerusalem.

## **Other Certificates**

- *Project management and monitoring. (the Academy for conflict Transformation Bonn, Germany)*
- *(PMP) Professional project management Candidate.*

**REFERENCES WILL BE FURNISHED UPON REQUEST.**