

Alaa Sabbagh

Legal Economic Consultant



Objective

Seeking for challenging position in the Financial and Economic fields ,Where I can prove myself and achieving the goals of foundation.



sabbaghalaa23@gmail.com
Ramallah
Jan 1, 1990
Palestinian



0598121748

Experience

Oct 2018- Present, Ramallah

Head of the Economic Development Unit *Al-Bireh Municipality*

- Drawing up policies, regulations and procedures for the work of the department
- Managing the organizational and operational work of the department
- Supervising and following up the department's employees, their performance, evaluations, and working on developing their capabilities
- Coordination with coworker institutions and donors
- Preparing studies and research for the general development of the city
- Participation in planning process for the economic of the city

May 2012- Sep 2018, Ramallah

Administrative assistance *YMCA-Rehabilitaion Program*

- Monitor and handle inventory(monthly/yearly)
- Communicating with senior organization to coordinating meetings.
- Preparing financial statements.
- Maintaining financial records and budgets.
- Follow the staff work and their vacation .
- Provid the general manger with all administrative reports to facilitate decision making .
- prepare purchase orders

Education

Nov 2018 - Apr 2021, Ramallah-Birzeit

Master's degree in Economics and Law *Birzeit University*

(2021) Master's degree in Economics and Law, From Faculty of Law and Public Administration , Birzeit University ,Ramallah , GGPA 3.30 (Very good) .

Sep 2008 - May 2012, Tulkarem

Bachelor Degree in Banking and Financial Sciences

Al-Quds Open University

(2012) Bachelor Degree in Banking and Financial Sciences, From Business Administrative and Financial Sciences collage, Al-Quds Open University, Tulkarem , GGPA 3.40 (very good).

Sep 2007 - Apr 2008, Tulkarem

Tawjihi - Exam

Jamal Abdel Nasser secondary school

(2007-2008) Tawjihi - Exam, - Jamal Abdel Nasser secondary school, literary branch Average 97.1% (Excellent)

Skills

- • Computer Skills (MS Office, Internet), In addition work with various financial and accounting programs.
- • Ability to work under pressure
- Ability to think strategically and analytically
- The ability to resolve conflicts
- I have the ability formulate policies and make suggestions for developmen
- I am capable of making critical decisions in time manners
- • Good oéal and written skills .
- • Excellent communication and negotiation skills

Languages

English
Intermediate

Arabic
Native