

Name: Afifih M. S. Nazzal

Personal Information

Born: February 3,1976
Address: Qalqiliah, Palestine
Nationality: Palestinian
Phone: 00972592060334
E-mail: alromaan131313@gmail.com

Education

1995-1996 High school -Tawjihi
1996-1997 Vocational Training
2003-2007 B.A Degree-Management and Entrepreneurship
AL-Quds open University Ramallah, Palestine.

Work Experience

2009-2014 Masters Degree- Palestine Institution Building
and Human Resources Development.
AL-Quds University Abu-Deas

1998 – 2002 **ALICO**, Ramallah, Palestine
Life Insurance Agent

Additional Information

Develops basis for long-term sources of clients by using referrals, occupational, and special-interest groups to compile lists of prospects. I was approaching potential clients by utilizing mailings and phone solicitation; making group presentations at company-sponsored gatherings; speaking publicly to community groups on the aspect of financial well-being. Determines clients' particular needs and financial situations by scheduling factfinding appointments; determining extent of present coverage and investments; ascertaining longterm goals.

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Work Experience

2004-2009	Trend line Investment company Finance and Marketing
Additional Information	Liaising and networking with a range of stakeholders including customers, colleagues, suppliers and partner organizations. Communicating with target audiences and managing customer relationships. Organizing and attending events such as conferences, seminars, receptions and exhibitions. Contributing to, and developing marketing plans and strategies.
2007 – 2009	Jothour Foundation Audit Human Resources assistant
Additional Information	Drafting employment contracts Email and diary management and scheduling meetings as well as terms and conditions of employment Managing employee participation in management decisions Dealing with conflict and grievance resolution Trade unions
2011-2017	Ministry of Finance and Planning Head of Retirement and Promotions Section
Additional Information	Was responsible for the correspondence with concerned authorized parties to amend (term modification ,exchange or cancellation) of the permanent periodic transportation allowance for staff. Review eligibility and insure application of all procedures related to retirement, termination of services, resignation, employee relocation among departments, assignment, acting employment .Duties invloved accomplishing the mentioned acts and follow up on application. Supervise the procedures for accomplishments related to promotion, evaluation, grievances, duties invloved- preparation of grievance committees related to annual evaluations and discriminatory actsand drafting written formal outcoming decisions and meeting minutes.

Name: Afifih M. S. Nazzal

Language

Arabic Native language
English: Fluent, in speaking and in writing
French: Fair

Technical Proficiency

Applications Microsoft Office, internet surfing , office machine

Knowledge

- ✓ Computer software.
- ✓ Writing reports.
- ✓ Communication skills.
- ✓ Proficiency in use of the Internet.
- ✓ Time management.
- ✓ Marketing.
- ✓ Writing project proposals

Training Courses:

Additional areas of expertise

- Typing, computer and accounting.
- Time management.
- Computer Driving License
- Project management.
- Effective communication skills.
- English courses.
- Life Insurance.
- Marketing.
- Writing reports.
- Civil Service Law and Retirement

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**Additional
personal
skills**

- ❖ Team leader Clarity, Concision, Correspondence, Editing, Explaining, Expression with exchange information.
- ❖ Good Communicator, Verbal & Written communication, Active listening and facilitating group conversations.
- ❖ Decision Maker.
- ❖ Works well under pressure.
- ❖ Responsible, dependable and Commitment.
- ❖ Positivity and Trustworthiness
- ❖ Cognitive flexibility