**CURRICULUM VITAE**

Name: **MohammdYousefTaslak**

Date of birth: 17.11.1992

Marital status: married

Address:

Old town / Al-Yasmina Street

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**EDUCATION**

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| --- | --- | --- |
| May 2016  | An-Najah National University, Nablus **BA in Business Administration** | GPA 2.47 |
| June 2012  | Al-Rawda High School, NablusTawjihi Certificate, commercial stream | GPA 81.5% |

**EMPLOYMENT HISTORY**

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| --- | --- |
| August 2019 until March 2020 | Fawaz shehada Co. for furniture industries Responsibilities:* Studying work conditions and obstacles during work operations
* Writing reports about work issues and find proper solution for it
* Implementing 5s based on lean manufacturing concept
* Warehouse management

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| February 15 until May 15.2020  | GIZ Train the trainers Project (TTT) /short term contract Responsibilities:Follow up on the monitoring activities of the incompany training indicators in all west bank and Jerusalem and Gaza.  |
| October 2016 until March 2019 | Nablus Chamber of Commerce and Industry**TVET unit Coordinator**Responsibilities:* Communication with training institutions
* Conducting needs assessments
* Supervising registration for training courses
* Preparing for training workshops and training courses
* Conducting training courses
* Supervising training activities
* Supervising feedback for training activities
* Archive and save files for all activities
* Preparing reports
* Conduct monitoring and evaluation activities for all interventions
* Build networks with companies and maintain regular communication with them
* Assess training needs of companies and monitor their satisfaction with trainings
* Controlling and supervising managerial issues with in the unit
* Establishment of the employment corner in cooperation with GIZ (TEP Program)
* Conducting train the trainers courses in cooperation with GIZ (TTT Program)
* Coordinating training activities in cooperation with Handwerkskammerzu Köln, Germany
 |
| July – September 2015 | Volunteer at Social Charitable Center Society for Social Service |
| July – September 2010 | Volunteer at Jabal An-Nar club for children camp |

**SKILLS:**

* Oral and written communication skills (phone, fax, email, the internet)
* Management and Organizational skills
* Ability In dealing with youth groups
* Team player and interpersonal skills
* Ability of Self-development
* Training skills (Certified trainer from Canada Global Center)
* Computer applications:
* Word, Excel, PowerPoint (good)
* Internet research (very good)

**LANGUAGE SKILLS**

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| --- | --- | --- | --- |
| Language | Reading | Writing | Speaking |
| Arabic | Mother tongue |
| English | good | good | good |

**COURSES in CAPACITY BUILDING**

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| --- | --- | --- |
| August 2019 | GIZ TTT Project  | 25 training hours of advanced training as a trainer for In-company trainers (TOT)  |
| September 2018 | Global Canadian Center | 50 training hours of Professional Certified Trainer  |
| August 2018 | GIZ TTT Project | 25 training hours of training as a trainer for In-company trainers (TOT)  |
| November , 2017 | JICA project for business development service (BDS) enhancement for MSMEs in Palestine | 12 training hours of basic business management  |
| January 2017 | JICA project for business development service (BDS) enhancement for MSMEs in Palestine | 12 training hours of basic accounting  |
| December 2016 | JICA project for business development service (BDS) enhancement for MSMEs in Palestine | 12 training hours of basic production management & sales |
| July 2016 | Arabamericare Foundation, Ramallah | 65 hours of professional development training |
| June 2013 | British council, Nablus | UACTIVE8 training |

**INTERESTS**

Reading, doing research, writing

**REFERENCE:**

Dr. Abdul Fattah Shamleh

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