**CURRICULUM VITAE**

Name: **MohammdYousefTaslak**

Date of birth: 17.11.1992

Marital status: married

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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, Nablus  Tawjihi 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 |
| 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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