



Wael Alazzeah

Date of birth: 11/05/1979 |

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Address: Bethlehem - Aldoha, Ramallah - Tira, Autonomous Palestinian Territories (Home)

● DIGITAL SKILLS

RDBMS: MS SQL, PG SQL, MS Access | Laptop und Netwerk | Digital communication tools (Microsoft Teams, Skype for Business, Zoom) | Use, configure and manage of the networks from installing Firewall to VPN | Networks: TCP/IP, LAN (Ethernet), Windows Server, Active Directory | Internet operating protocols: IP, TCP, DNS | Excellent command of Microsoft Office (Word, Excel, Outlook) | Familiarity with social media platforms | data processing and analysis software: Origin (advanced) | Hardware troubleshooting for laptop, pc and printers | Kommunikációs platformok ismerete (Skype, Zoom, Teams) | Result analysis | Microsoft Windows Server All Versions | ssps | Problem Solving Skills. ... | Analysis and Solution of Functional and Technical Problems

Administrative and personal skills

Ability to work in a team and autonomously | Fast learner, adaptive and able to improve | planning and organising skills | communicativeness, flexibility, precision, responsibility | precision and punctuality | Communication and interpersonal | communication skills | Perfect verbal and written communicator | Easy adaptation to new working environments | work under pressure | Responsabilidade etica e deontologica e respeito pelas pessoas nas varias dimensoes humanisticas | Analytical thinking - work and see strategically

● WORK EXPERIENCE

01/04/2013 – CURRENT Ramallah , Autonomous Palestinian Territories

IT SYSTEM ADMINISTRATOR HWC

Purpose and objective of the job:

Ensuring the provision of an integrated information system that helps to quickly store, operate and retrieve and provide information

The necessary data for the management to track, evaluate and make decisions, as well as to increase the efficiency of the infrastructure

The system is tailored to the needs of different departments and activities.

Tasks and responsibilities:

1. Determines the development requirements based on the study of the needs of the enterprise, draws up the necessary plans.
2. Monitoring the operation of the applied systems and infrastructures, assessing their efficiency, monitoring the analysis of departmental needs and ensuring these needs.
3. Investigation and analysis of system operation problems .
4. Monitors the efficiency of computers, networks and printers and checks its suitability for the requirements of users.
5. Monitoring the provision of the necessary technical support for departments, users and the first point of contact .
6. Work on determining the needs of systems and programs of equipment and consumables, track the purchase and provision .
7. Maintaining the protection and security of data and databases and ensuring their retrieval .
8. Building and managing databases, maintaining and further developing them, creating reports and queries (SQL Server).
9. Manage servers (Windowse Server) and computer and laptop systems (WINDOWSE 7-8-10-11) and ensure their operation and tracking and perform backup work permanently and properly.
10. Solving problems related to computers (software - hardware), their maintenance and ensuring their further operation .

11. Solve problems of programs, systems, printers and networks(TCP / IP, DNS, DHCP, VPN) and ensure the continuation of their excellent operation .

12. Training of users in the use of systems and programs .

13. Management of the Microsoft Office programs and programs used, as well as the use of e-mails.

14. Stay in constant communication and withstand the pressure of work and work at any time and outside

Official working hours, holidays, events and holidays .

01/11/2019 – 31/01/2023 Beithlehem, Autonomous Palestinian Territories

ADMINISTRATIVE AND HUMAN RESOURCES OFFICER MASLAMANI HOSPITAL

Purpose and objective of the job:

Responsibility for following up on strategic planning, operational planning and administrative control processes, and supervising and following up on daily administrative activities, which includes the following tasks:

1. Participate in developing strategic plans, following them up, and preparing the annual plan.

2. Supervision and follow-up of daily administrative operations.

3. Monitor and follow up on employees' commitment to the organization's administrative policies and procedures

4. Follow up and ensure the progress of the departments' work.

5. Supervising and following up on warehouses and receiving operations.

6. Answering inquiries regarding the administrative and financial aspects in accordance with the organization's systems.

7. Contributing to resolving potential issues related to administrative and behavioral aspects.

8. Daily follow-up and supervision of the work of the maintenance department to ensure that all devices, equipment, and work environment of the communications infrastructure (electrical, marine, sanitary, heating, postal, etc.) are fit for their good purpose.

9. Follow up and accurately complete files and obtain financial claims.

10. Supervising and following up on the work of administrative and service departments.

(Maintenance, personnel affairs, ambulance, services..)

11. Submitting periodic administrative reports.

01/05/2006 – 31/03/2013 Bethlehem , Autonomous Palestinian Territories

MANAGEMENT-ASSISTENT BEIT SAHOUR MEDICAL CENTER

Support and assistance to managers and other employees and visitors in offices by performing a variety of tasks.

as well as the liability for the follow-up of health insurance and financial claims.

Work professionally in Microsoft Office software and create the necessary reports on workflow, employees, salaries, vacation and health insurance.

Participation in hearings and minutes.

Jointly developed strategic and operational plans.

● **EDUCATION AND TRAINING**

06/05/2008 – 10/07/2008 Autonomous Palestinian Territories

ICDL CERTIFICATE Bethlehem University

Address Bethlehem, Autonomous Palestinian Territories | **Website** <https://www.bethlehem.edu/>

11/07/2008 – 31/10/2008 Autonomous Palestinian Territories

THE ART OF DEALING WITH THE PUBLIC Health Work Committees

Address Ramallah, Autonomous Palestinian Territories | **Website** <http://www.hwc-pal.org/index.php>

03/07/2010 – 11/08/2010 Autonomous Palestinian Territories

VISUAL C SHARP PROGRAMMING & SQL SERVER AlQuds Open University

Address Bethlehem, Autonomous Palestinian Territories | **Website** <https://www.qou.edu/en/indexEnPage.do>

01/09/2007 – 15/02/2012 Autonomous Palestinian Territories

BACHELOR IN COMPUTER INFORMATION SYSTEM AlQuds Open University

Address bethlehem, Autonomous Palestinian Territories | **Website** <https://www.qou.edu/en/indexEnPage.do>

20/03/2017 – 22/03/2017 Jordan

INTEGRATED DIGITAL MARKETING TRAINING WORKSHOP King Hussein Cancer Center

Address Amman, Jordan | **Website** <https://www.khcc.jo/en>

21/06/2018 – 25/06/2018 Jordan

THE POLITICAL ECONOMY OF HEALTH Pepole's Health Movment

Address Amman, Jordan | **Website** <https://phmovement.org/>

01/09/2017 – 01/05/2019 Jerusalem, Autonomous Palestinian Territories

MASTER'S DEGREE IN INSTITUTION BUILDING AND HUMAN RESOURCES DEVELOPMENT
AlQuds University

Website <https://www.alquds.edu/en/>

● LANGUAGE SKILLS

Mother tongue(s): **ARABIC**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	B1	B1	B1	B1	B1
GERMAN	B1	B1	B1	B1	B1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● ADDITIONAL INFORMATION

PROJECTS

01/01/2012 – CURRENT

Programming projects with C# I have programmed many systems and programs, including:

1- Warehouse management program.

2- Patient registration program.

3- Accounting program

These programs and systems work well and are constantly updated and developed further.

PUBLICATIONS

[Using currency demand to estimate the Palestine underground economy](#) – 2020

The existence of an underground economy may hide the official number of unemployed persons, their share in the labour force, and wages. It also gives rise to the economic and social conditions of individuals, household and countries, which are evaluated in a biased way if one relies on the official statistics. In this paper, we use the currency demand model of Tanzi to estimate the underground economy in Palestine over the period: (2008–2017). Toward that end, a group of econometric techniques of time series data was applied. The main empirical results show that the underground economy reached up to 28.6% in 2010 of the GDP with about USD 2676.227 million. The empirical study results also reveal that the explanatory variables listed in the study model suggested by economic theory and previous research have a significant impact on the dependent one, except the variable ratio of governmental wages and salaries to GDP. However, the money received by the government employees does not contribute to the underground economy

HONOURS AND AWARDS

31/05/2021

Al-Quds University Award for Scientific Research – AlQuds University Publication award as a research associate in one of the stores ranked in the top quarter (Q1) in the Scopus database

DRIVING LICENCE

Driving Licence: B1