




Sameh Awad Shehadeh Shwiki



 AL-Jaladeh Street
Hebron, West Bank-Palestine

 +972-598340497

 samehashwiki@gmail.com

Experience

May 05, 2023 – Present time

- Director Of Operations & Compliance Department Supervisor and Monitoring of System in Fadel Aabdeen & Sons Exchange Co – Hebron.

November 05, 2022 – December 28,2022

- Work Teller Manager in Palestine Islamic Bank.

October 02, 2022 – November 01,2022

- Work Salesman Manager in Palestinian Cellular Telecommunications Company – JAWWAL.

September 15, 2020 – September 29, 2022

- Money Transfer Manager, Currency Exchange and Monitoring of System in Fadel Abdeen & Sons Exchange Co – Ramallah.

Education

- **2015-2016, AL-Hussein bin Ali, Ein Sara-Hebron**

1. High school level certificate.
2. Scientific section.

- **2016-2020, Palestine polytechnic university, Abu Roman-Hebron**

1. Bachelor degree of information system "Technology & management" from College of Administrative Sciences and Informatics.
2. Certificate with excellent grade (85.7%) GPA.
3. Specialist Major GPA (90.9%), Final semester GPA (94.5%).

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Communication & Management Skills


- Ability to work within a team.
- Ability to provide and accept feedback.
- Planning, Organizing, Leading, Controlling and decision-making skills.
- Strategic planning of information system skills.
- Human Resources Management Skills.
- Ability to analyze and problem-solving skills.
- Speaking, presenting, effective listening, Motivation skills.


Technology & Computer Skills


- Ability to deal with any systems with the lowest training period.
- Work on the Windows operating system and little on mac.
- Microsoft office (word, Excel, PowerPoint, Access, outlook, publisher).
- Google G-suite.
- Social media management (Facebook, Instagram, snapchat, ... and more of pages).
- Data visualization using data studio provided by google or Tableau program.
- Communication & collaboration tools (ex: google meet, skype, ...etc).
- Odoo ERP system skills.

Programming language skills

- HTML, CSS, Bootstrap, Java script.
- Php, MySQL->phpMyAdmin.
- WordPress.
- C++, Visual basic.

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Accomplishments and activities

- On the honor board of the College of Administrative Sciences and Information Systems in the last three semesters.
- Participated in the activities of the Polytechnic Days for a period of four years.
- Participated in a training course entitled "Fundamentals of E-Marketing" within the skills from Google program, and in partnership with Palestine Polytechnic University.
- Participated in the virtual exchange via the Internet "NGCN" in partnership with Palestine Polytechnic University.
- Participated in a training course in first aid, which was in partnership between the Palestinian Medical Relief Society and Palestine Polytechnic University.
- Participated in a training course to learn the basics of WordPress.
- Participating in a training course entitled "Business Simulation" via the Internet, in cooperation with Palestine Polytechnic University.
- Participated in the 4th symposium on teaching & learning sharing our experiences held by Palestine Polytechnic University on 24 August 2020.



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References

- **Dr. Ghassan Shahin**
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- **Mr. Rami Daraweesh**
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- **Dr. Ismail Romi**
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- **Dr. Nancy alrijie**
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