



# Shorouq Mazen Diab

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## Summary

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Shorouq is a committed employee, who is fluent in English and Arabic languages. She is a holder of Master's Degree in Business Administration, who has more than 9 years' experience in Teaching and 4 years' experience in Management. Shorouq is a cooperative and flexible person who can use different methods to assist students and people.

## Education

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**Master of Business Administration (MBA).** 8/2007 – 1/2010  
AN-Najah National University  
Very Good (88.3%)

**BS in Pharmacy.** 8/2000 – 5/2005  
AN-Najah National University  
Very Good (84.6%)

**Secondary Education - Scientific Branch.** 9/1998 – 7/1999  
Aladawiya Secondary School  
Average (96%)

## Qualifications

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28/9/2021 – 30/12/2021: Digital bookkeeping using Cloud Accounting Programs (QuickBooks, Xero, Zoho)  
21/12/2020 – 10/4/2021: Participate in "writing the digital content for social media" training (Adobe Photoshop, Adobe Illustrator and Premier).  
4/7/2017 – 17/7/2017: Participate in "Know about Business KAB" Training Course  
1/4/2017 – 30/4/2017: Participate in "Project Management" Training Course  
19/02/2007 - 19/03/2007: Participate In UNDP Apprenticeship Training

## Work experience

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**Freelancing Platforms.** 1/2/2022 – Present  
Freelancer Bookkeeper

1. Create and maintain data by using accounting software (QuickBooks Online, xero and Zoho) and Excel.
2. Create and maintain vendor records.
3. Create and maintain customer records.
4. Create and maintain employees' records.
5. Create and maintain inventory records.
6. Preparing the desired Reports as Balance Sheet, Profit and Loss Statement, Cashflow Statement, etc.

## **Teaching and Training Platforms.**

**1/1/2020 – Present**

**Remote Tutor, Instructor, Trainer**

1. Teaching Principles of management
2. Teaching Entrepreneurship
3. Teaching Principles of Finance
4. Teaching Financial Management
5. Teaching Communication Skills
6. Teaching Principles of Microeconomics.
7. Teaching Project Management
8. Teaching Operation Management
9. Teaching Quality Management

## **Andaleeb Al-Amad College for Nursing and Midwifery Manager.**

**2/8/2015 –  
11/9/2019**

1. Planning, Organizing, Directing and Monitoring all Activities and Services.
2. Develop Policies and Goals of the College in Coordination with the College Board
3. The Application of Scientific Bases and Objectivity of the Principle of Delegation of Authority.
4. Building Networks of Relationships with the Local Community and all Stakeholders.
5. Providing the suitable Atmosphere and Conditions to achieve the Goals of College.
6. Providing Technical, Artistic, Human and Educational needs of the College.
7. Supervising the Application of all Laws, Regulations, and Instructions governing the College.
8. Prepare the Estimated Budget of the College and overseeing the General Budget, the Financial Documents, Reports and Statements.
9. Human Resources Management and Evaluation of Personnel and Work.
10. Overseeing the Development of the Quality Programs in various Departments of the College.
11. Writing and Managing Projects to enhance the Quality of Learning and to raise funding.
12. Presidency of the College Board and the Implementation of its Decisions.
13. Follow up Students and their Needs and Affairs.
14. Adoption the results of Students after the Scrutiny of the Admission and Registration.
15. Submit Periodic Reports on the activities of the College and services for the Board of Directors.
16. Teaching Entrepreneurship Courses.

## **Economics and Administrative Science Faculty at AN-Najah National University**

**25/1/2010 –  
22/12/2014**

**Instructor**

1. Teaching Principles of management
2. Teaching Entrepreneurship
3. Teaching Principles of Finance
4. Teaching Financial Management
5. Teaching Communication Skills
6. Teaching Principles of Microeconomics.
7. Teaching Recent issues in Finance
8. Teaching Mathematics of Finance
9. Readiness for labor Market
10. Freelancing Principles
11. Digital Marketing
12. Accounting for non accountants

**Project Manager**

1. **Writing Project Proposal according to Donor's Instructions.**
2. **Ensuring Efficient Implementation and Follow-up of the Project's activities based on the Planned Timeline.**
3. **Monitoring Achievement of the Activities through Weekly/ Monthly Planning Meetings using Agreed Work-Plans.**
4. **Supporting The Staff in the Implementation of the various Project's activities.**
5. **Supporting the Staff in the Development of Action Plans for the activities**
6. **Coordination on the Ground with Implementing Partners, Communities and other Stakeholders.**
7. **Representing the Project in Meetings with Donors and Stakeholders.**
8. **Preparing the Quarterly, Intermediary and Final Reports**

## **Skills**

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1. **Perfect Command of written and spoken English and Arabic.**
2. **Very Good Communication and Interpersonal Skills.**
3. **Strong Analytical and Writing Skills.**
4. **Good Experience in remote Management and Bookkeeping**
5. **Ability to work Under Pressure.**
6. **Ability to meet deadlines effectively and Work independently or within a Team.**
7. **Ability to work in a Multinational Environment.**
8. **Computer Skills using Microsoft Office (Word, PowerPoint, Excel)**
9. **Graphic Design Programs (Adobe Photoshop, Adobe Illustrator and Premier)**
10. **Ability to Learn and Adapt to new Systems and Tasks.**
11. **Ability to handle the confidential information with Discretion.**
12. **Valid Driving License.**

## **References**

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1. **Eng. Etaf Jayousi – Project Coordinator at Cesvi" Italian NGOs"**  
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2. **Dr. Fadi abudiak – Instructor in Palestine Technical University/ kadoorie**  
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3. **Dr. Saed al koni – An\_Najah National University**  
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