

## ***Curriculum Vitae***



**Ashraf Sami Barbari**

Palestine - Nablus

Mobile No.: +972 598180310

Email: [lolo24ashraf512@gmail.com](mailto:lolo24ashraf512@gmail.com)

Date of birth: 05/09/1987

Nationality: Palestinian

Languages: Arabic Native and English Very good

### **June 2024- August 2024 : Supervisor Palestinian Agricultural Cooperatives Union – Nablus/Ramallah**

- Organizing information sessions and workshops (including at least 10 targeting women only) to mobilize and inform potential beneficiaries in all governorates of the WBGS on the support scope, implementation modalities, and selection process for investment support.
- Provide on-demand technical and operational support and guidance to applicants in formulating and submitting their applications in alignment with the scope of the calls and the defined criteria and processes as defined in the operational manual of the investment support and other related documents (to be provided by FAO).
- Assist and support the outreach and beneficiary mobilization actions including the design and delivery of information sessions in the different governorates of the WBGS.
- Provide field technical support to the projects' beneficiaries during project implementation to assist them in identifying business development needs, developing and implementing business investment plans, and efficiently utilizing the projects' in-kind and capacity development support to achieve the intended results and impacts.
- Coordinate with the field staff of relevant ministries (Ministry of Agriculture in particular) and other institutions to ensure that information sessions are consistent with and complementary project documents.
- Provide continuous on-demand support and advice to the beneficiaries and partners.
- Assist in preparing project reports, attendance sheets, and information material in line with donor requirements and FAO rules and procedures on time.
- Work closely with implementing partner(s)' field staff to ensure that the projects' activities are timely properly coordinated and implemented.
- Collect and document good practices, success stories, and lessons learned.

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- Perform other duties as and when requested.

### **January 2023 – September 2023: Branch Manager - Palestinian Banking Corporation - Tulkarm.**

#### **Responsibilities and mission:**

- Managing branch operations and ensuring that company policies and procedures are followed.
- Preparing and implementing plans for marketing, disbursement and collection.
- Overseeing the work of the branch staff and evaluating their performance.
- Auditing submitted loan applications and analyzing them for approval.
- Managing non-performing loans and following up on due and unpaid installments.
- Supervising the development and implementation of marketing activities and promotional materials in the branch.
- Representing the company in all marketing and advertising forums locally and abroad.
- Providing financial and marketing courses for small projects under construction and how to establish financial books.
- Continuous field visits to the projects granted to supervise the development of their projects and prepare reports on an ongoing basis about the current and upcoming changes in their projects.
- Establish and maintain effective working relationships with all project stakeholders and others contacted in the course of work.
- Maintaining and monitoring project plans, project schedules, budget and expenditures.
- Organizing, attending and participating in stakeholder meetings.
- Determining project changes and revisions.
- Providing administrative support as needed.
- Developing project strategies.
- Ensuring the project adhere to the framework (LFA) and all other documents of the project.
- Assess project risks and issues and provide solutions where applicable.

### **November 2017 – November 2022 - Branch Manager - Asala Development and Credit Company \_ Nablus.**

#### **Responsibilities and mission:**

- Managing branch operations and ensuring that company policies and procedures are followed.
- Preparing and implementing plans for marketing, disbursement and collection.
- Overseeing the work of the branch staff and evaluating their performance.
- Auditing submitted loan applications and analyzing them for approval.
- Managing non-performing loans and following up on due and unpaid installments.

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- Supervising the development and implementation of marketing activities and promotional materials in the branch.
- Representing the company in all marketing and advertising forums locally and abroad.
- Providing financial and marketing courses for small projects under construction and how to establish financial books.
- Continuous field visits to the projects granted to supervise the development of their projects and prepare reports on an ongoing basis about the current and upcoming changes in their projects.
- Establish and maintain effective working relationships with all project stakeholders and others contacted in the course of work.
- Maintaining and monitoring project plans, project schedules, budget and expenditures.
- Organizing, attending and participating in stakeholder meetings.
- Determining project changes and revisions.
- Providing administrative support as needed.
- Developing project strategies.
- Ensuring project adhere to the framework (LFA) and all other document of the project.
- Assess project risks and issues and provide solutions where applicable.

### **March 2013- February2017 : Customer relations officer - Vitas Palestine Development and Credit Company-Ramallah.**

#### **Responsibilities and mission:**

- Repairing weekly plans in order to achieve monthly goals.
- Promoting the company's products and reaching the target group through local field visits to explain the company's policy and studying the market requirements in general.
- Filling out submitted loan applications, collecting information about the borrower, and checking his credit status.
- Preparing a complete financial analysis of the submitted projects with the aim of arriving at the project's cash flow.
- Constant communication with customers through phone calls or field visits to follow up on the eligibility of their payments and adherence to them.
- Representing the company in all marketing and advertising forums in all available places.
- Establish and maintain effective working relationships with all project stakeholders and others contacted in the course of work.
- Maintaining and monitoring project plans, project schedules, budget and expenditures.
- Organizing, attending and participating in stakeholder meetings.
- Determining project changes and revisions.

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- Providing administrative support as needed.
- Developing project strategies.
- Ensuring project adhere to the framework (LFA) and all other document of the project.
- Assess project risks and issues and provide solutions where applicable.

### **Education:**

**Bachelor's degree in the Faculty of Economics and Public Administration, An-Najah University, 2004.**

### **Special courses and certificates:**

- **Financial analysis and project establishment course** , Palestinian Banking Institute
- **Selling skills and techniques course**, Coach Imad Hazim
- **Course in detecting counterfeiting and forgery of currencies and documents**,  
Palestinian Banking Institute
- **Selling skills course**, Coach Imad Hazim

### **Qualifications:**

- Project Management Professional (PMP).
- Psychological CRM Solutions to Competition (PSCS).
- Community Facilitation Skills (PACE).
- Change Management (training of trainer's course).
- Time management.
- Volunteers' management training
- Gender training.
- Creative Woman Leadership.
- Farm as a business (FAAB).
- Permaculture design training course.
- Irrigation Water Management.
- Organic Pesticide training course.
- Safety use of pesticides and integrated best management training course.
- Gray water and composting training course.

### **Reference**

**1-Ishraq Musleh Labor of ministry: 0562001749.**

**2-Feda Basalat :0599997885.**

**3-Qaysar Jawabreh: 0599340676.**