**Rania. Awwad Basir**

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**About me**

* Highly skilled in needs assessments, strategic planning, establishing priorities and delegating tasks, motivating teams to reach for their best, and following through to ensure success.
* A dynamic speaker, trainer, and presenter; skilled in employing clarity, innovation, and humor to deliver effective presentations to diverse audiences at all organizational levels.
* Highly regarded for a proactive attitude and an ability to think lately, providing idea and solutions.
* Adopt a creative approach to problem solving through use of excellent analytical skills.
* Routinely possess the potential to handle unusual problems under• difficult circumstances as what is sometimes known as an unsettled environment.
* Coordinate and monitor employees’ performance and office duties.
* Managing all correspondence directed to the unit / department.
* Follow up the day-to-day operations, Provide full administrative support.
* Projects & Crises Management, Excellent organizational skills.
* Presentations and training in English and Arabic.

**Key Strengths**

* Complete knowledge of the corporate etiquette and mannerism
* Excellent managerial and organizational skills.
* Strong interaction skills with accurate knowledge of corporate written skills.
* Leadership qualities and good team player
* Tolerant and patient, ability to handle exceptional tasks.
* Multitasking ability and ability to meet deadlines.

**Education:**

* 2017- PhD

"Joint venture"

Suez Canal University-Cairo

* 2010-Master Degree/convert

"Strategic Planning"

Aen Shams University- Cairo

* 2005-Master's Degree

Business Administration

Al-Quds University (QU), Jerusalem Palestine.

**Training Programs Attended**

* + Spss statistics Program
  + Strategic Planning
  + Train of Trainees (TOT)
  + Professional Executive Management
  + Team leadership
  + Presentation skills
* ICQ3 internet and computing core certification.
* ICDL International Computer Driving License.
* Principles and foundation of public relations
* Event Management.
* English for Business.
* Library-Information Science.
* Software courses.
* Social workshop.
* Social seminar" youth problems in a multi cultural Society".
* Leadership seminar.
* Human Right Course.

**Experience**

1. **Al-Quds Open University (QOU), Palestine.**

* (2011-till now) Teaching Assistant, department of Business Administration.
* (Jan 2007- Dec 2009) Assistant to the Dean of Administrative and economic faculty.
* (Jan 2006- Dec 2006) External relation coordinator.
* (2004- Jan 2006) Assistant to the Vice President for Administrative Affairs.
* (2001–2004) Magazine Editor.
* (2001- 2004) Administrative Assistant at the QOU Advisory• Council.
* (1998- 2001) Executive Secretary for the QOU President’s Office.

1. **(2012-2013) training courses –strategic planning, building personal and professional Goals, crises management-, Cairo.**
2. **(2009-2012) council member, Palestinian European Friendship Association.**
3. **(2008-2009) Management consultant, Palestinian European Friendship Association**
4. **(2008-2010) public relation coordinator, The Youth Society for Transparency.**

**3 Duties and Responsibilities:**

* 1. Provides assistance and support to the office principal in problem solving, project planning and management, and development and execution of stated goals and objectives.
  2. Oversees and administers day-to-day activities of the office; develops policies, procedures, and systems, which ensure productive and efficient office operation.
  3. Performs research and analysis on specific issues, as required, and independently prepares non-routine letters and/or reports, which may be highly sensitive and confidential in nature.
  4. Organizes and facilitates meetings, conferences, and other special events; coordinates and attends committee meetings, and participates in committee discussions, as appropriate.
  5. Supervises the work of employees in supporting roles, including assigning workload and monitoring employee performance.
  6. Oversees and facilitates human resources administration procedures and documentation for the office; coordinates recruitment planning and searches, as appropriate.
  7. Serves as the primary point of administrative contact and liaison with other offices, individuals, and institutions; organizes and facilitates meetings, conferences, and other special events; coordinates and attends committee meetings, and participates in committee discussions, as appropriate
  8. Develop, implement and evaluate communications strategies and programs designed to inform students, employees and the public.
  9. Develop and organize workshops, meetings, ceremonies and other events for publicity, fund-raising and information purposes
  10. Formulates policy; plans, coordinates, and directs editorial activities; and supervises workers who assist in selecting and preparing material for publication in magazines.
  11. Determines theme of issue and gathers related material; Writes or assigns staff members to write articles, reports, editorials, reviews, and other material; Reads and evaluates material submitted for publication consideration.
  12. Analyze incoming and outgoing memoranda, submissions and reports, prepare, and coordinate the preparation and submission of summary briefs and reports to the QOU Advisory Council.
  13. Meet with individuals, special interest groups and organizations to discuss ;assess and recommend various courses of action
  14. Liaise with departmental and corporate officials and with other organizations and associations