

CURRICULUM VITE

(C.V)



Name: *Basel S. Saleh*

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Marital Status: *Married*

Academic Qualifications:

*** M.Sc. in Graduate Studies Faculty in Business Administration (M.B.A) Program .**
at An-Najah National University (2006-2009)

*** B.Sc. in Information Technology(IT) Faculty . Field of specialization Management Information Systems(MIS) at An-Najah National University (2001-2005)**

*** High School, Al-Fadillea School-Tulkerm - Scientific Division General Secondary Certificate (Al-Tawjjihe). Average 88.7 .(2001)**

Experience

- 1. Lecturer at Palestine Technincal Univercity – Kadoorie (PTUK)** (Apr2016 – at present)
College of Business Administration & E Commerce
- 2. Information Systems Auditor(IS Auditor) at Ministry of Finance"MOF" at Palestinian State** (March2011 – Apr2016)
 - **Provide IS Audit and advice at Ministries and Organizations.**
 - **Supervises and provides coaching to other Auditors**
 - **Strong IT and business awareness, sound reporting skills and the ability to work under your own initiative.**
 - **Service/Help Desk Technical**
 - **Provide Technical Support in the field of Information Systems Audit, Ministry of Public Workes & Housing (Computer Unit).**

- *Provide Technical Support in the field of Information Systems Audit, Ministry of Labor (Computer Unit).*
- *Provide Technical Support in the field of Information Systems Audit, Palestine News & Info Agency(Wafa) (Audit Directorate General for Information Technology).*
- *Provide Technical Support in the field of Information Systems Audit, Ministry of National Economy(Audit Directorate General for Information Technology).*
- *Provide Technical Support in the field of Information Systems Audit, Ministry of Finance(Audit Directorate General for Information Technology)*
- *Provide Technical Support in the field of Information Systems Audit, Ministry of Detainees Affairs – Audit Detainees payroll program*
- *Audit Payroll Program in the Ministry of Finance*
- *Provide Technical Support in the field of Internal Audit Methodology, Ministry of (Finance, Interior, National Economy, Public Works & Housing, Detainees Affairs, High Education, Awqaf Islamic Affairs, Wafa, Palestinian Water Authority)*

3. 1. Lecturer at Palestine Technincal Univercity – Kadoorie (PTUK)
College of Arts and Science

Courses I taught: Communication Skills , Problem Soloving (Sep 2010- March 2011)

4. United Nations Relief & Works Agency (UNRWA) (June 2007- Oct2010)
Tulkarem/ Qalqilia Field Office

DataBase Administrator (March2009- Oct 2010)

DataBase Administrator & Admin Assist (June 2007- March2009)

Employing in Cash & Food Programs & Supporting CBO, CMF, CSO, Paradox, FSS, MIS, Da'am ,RRIS Programs

5. - Trainnig ICDL Course with Continuing Education Center Palestine Technincal Univercity – Kadoorie (PTU) (March 2010-Feb2011)

5.1. ICDL Course (March 2010-June2010) (70Hrs)

5.2. ICDL Course (Dec 2010- Feb2011) (60Hrs)

6. - Designing and programming Final Quesinnnaire-Buildings with National Center for sustainable Development(NCD) (March 2010-Apr2010)

7. *Al-Lod Charitable Society* (July 2005- March 2007)

- 1.Designing and programming management & project's program .*
- 2.Designing and building small network and configuration server .*
- 3.Field coordinator of partnership of pace Project in Tulkarm.*

8. *The Charitable Countryside Development Society–Izbat Shufa* (June 2006-August 2006)

- 1.Installing local network in the center .*
- 2.Excuting Three training courses by 30 hours' for each course, the following subject has been trained (Windows xp , Microsoft Word, Microsoft Excel)*

Training

- 1. (May 2015) Traning at Ministry of Finance in Ramallah about Communication Skills - 8 hour*
- 2. (May 2015) Traning at Ministry of Finance in Ramallah about Bisan Financial Program - 24 hour*
- 3. (Mar 2014) Traning at Ministry of Finance in Ramallah about Financial and Performance Audit - 40 hour*
- 4. (Jan 2014) Traning at Ministry of Finance in Ramallah about IIA Standards- 16 hour*
- 5. (Jan 2014) Traning at Ministry of Finance in Ramallah about Code of Professional - 16 hour*
- 6. (Nov 2013) Traning at Ministry of Finance in Ramallah about RMS Program - 40 hour.*
- 7. (Sep 2013) Traning at Ministry of Finance in Ramallah about Principles of reporting good- 12hour.*
- 8. (Aug 2013) Traning at Ministry of Finance in Ramallah about Communication Skills-12 hour.*
- 9. (May 2013) Traning at Ministry of Finance in Ramallah about Fraud Training-18 hour.*
- 10. (Apr 2013) Traning at Ministry of Finance in Ramallah about Quality Assurance Training- 6hours*
- 11. (Apr 2013) Traning at Ministry of Finance in Ramallah about Training Planning-12 hour.*
- 12. (Apr 2013) Traning at Ministry of Finance in Ramallah about Policy strategy GAP Analysis- 18 hour.*
- 13. (Nov 2012) Traning at Ministry of Finance in Ramallah about Training of Trainers Course – 24hours*

14. (Oct 2012) *Traning at Ministry of Finance in Ramallah about Strategic Planning –6hours*
15. (July 2011) *Traning at Ministry of Finance in Ramallah about Internal Auditing*
16. (May2011) *Traning at ERNST & YOUNG in Ramallah about CaseWare*
17. (Nov 2009)*Traning at UNRWA in Ramallah about Da'am program*
18. (July 2008)*Traning at UNRWA in Ramallah about RISS program*
19. (Aug 2004)*Training at Palnet company in Ramallah Technical Support*
20. (June2004-Aug2004) *Training at Arab Technology System (ATS) company in Ramallah- Technical Support .*
21. (Aug 2004)*Training at Palestainian Ministry of Finance(Genral Directorate For Property Tax & Trade Lisence) in Ramallah ,and Tulkarem.*

Training Courses:

1. *EC-Council Network Security Administrator (ENSA) course at IDEL Information Technology - Ramallah \ Trainer: Nabil Khalil* Oct 2012 – Dec2012 (40 Hrs)
2. *Certified Information Systems Auditor®(CISA) course at IDEL Information Technology - Ramallah \ Trainer: Nabil Khalil* Sep 2011 – Apr2012 (70 Hrs)
3. *Financial Management course at (House Of Palestinian Expertise for Consultancies & Studies)\ Trainer: Gassan Das* Apr2006 –Apr2006 (18Hrs)
4. *MCSA course at Information technology center(AMRA)-Nablus\ Trainer: Eng. Nizar Shana'ah*
 - 4.1. *Managing Microsoft Windows Server 2003 Eniveronment* Dec 2004 - Feb2005(60Hrs)
 - 4.2. *Maintaining Microsoft Windows Server2003 Eniveronment* Feb 200 5 -Apr2005(40Hrs)
 - 4.3. *Implementing a Microsoft Windows Server 2003 Network Infrastructure : Network Host.* Apr2005 - May2005(30Hrs)
 - 4.4. *Implementing a Microsoft Windows Server 2003 Network Infrastructure: Network Services* May2005 - July2005(80Hrs)
 - 4.5. *Installing , Configuring , and Administratering Microsoft Windows XP Professional.* July2005 - Sep2005.(40Hrs).

4.6. Implementing and Managing Microsoft Exchange Server2003.

Sep2005 - Dec2005.(90Hrs)

5. Management Communication Course at National Institute for Administration(NIA)- Ramallah

Aug 2004-Aug2004(20Hrs)

6. Oracle Course at An-Najah National University(IT Center)

Trainer :

Ibrahim Abu salah -

Mar 2004-June 2004 (60 Hrs)

7. (Network+) Course at Information technology center(AMRA)-Nablus.

Trainer: Gassan Arman -

Oct2003 –Dec2003(50Hrs)

8. (Windows95) Course at Tulkarm Municipality Computer Center –Tulkarm .

Trainer:

Nizar Shihab -

June1997-Aug1997(36Hrs).

Computer Skills:

Programming Languages :

a- C And C++ Languages.Access.Java script

b- - Oracle Language In Database :- SQL,SQL+,PL-SQL, Developer6i,Developer9i.

c- HTML Language To Build The Web Sites.

Programs :

a- Microsoft Office Programs (OfficeXp,Office2003,Office2007,Office2010), Such as (Word ,Excel, PowerPoint, Access,Outlook)

b- Ms-PhotoDraw 2000 , Photoshop

c- Ms-Project 2003, Ms-Visio 2003 ...etc),

d-FrontPage for Designing the Web Sites.

e- SPSS11,SPSS17.

f- Efficient use of Internet.

h- Case Ware, Shamle, Bisan

Other Skills and Notes:

- a) Complete Idea About The Maintenance:- PC Hardware.*
- b) Good Idea About The Operating Systems:Dos, Windows, and Windows2003Server, Windows2008Server, Active Directory,...*
- c) Important Information About The Networks.*
- d) Complete Idea About Anti Virus.*
- e) Complete Idea About Backup.*
- f) Complete Idea About Audit, ISO Standard, CobiT for Internal Auditors*
- g) Good Skills In English Language.*
- h) High ability to work in team.*
- i) Holding a Palestinian driving license*

References:

- Shaban Eideh – Field Office – West Bank – FURSA – UNRWA - Mobile 054-2168225*
- Gassan Da'as- house of palestinian expertise fore consultancies and studies (HOPE)
Nablus & - An-Najah National University -mobile:0599788215*
- Kamal Irshaid- An-Najah National University- (IT) college – Mobile 059972749*