

Ali Batha

Date of birth: 20. April 1981
Place of birth: Bethlehem
Nationality: Palestinian

Career Goal:

To secure a long-term position with a company that provides a challenging atmosphere, opportunity for advancement, utilises my diverse background, and exceptional communication/organizational skills to grow up with my company.

EDUCATIONAL BACKGROUND

09/98 – 07/05	Birzeit University, Ramallah. Major: Economics.
09/85 – 07/98	High School General Diploma. Latin Patriarchate School, Beit Jala, Palestine.

WORK EXPERIENCE

05/10 up-to-date	Webmaster , Media Development Centre, Birzeit mdc-diploma.birzeit.edu mdc.birzeit.edu experat.birzeit.edu alhal.birzeit.edu forsa.birzeit.edu // offline for the moment
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Duties:	Maintain, upload and generate multimedia objects , publish the materials and keeping the website up-to-date. Photography and graphic design. Videos Editing and Texts Editing Books and other publications designer
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11/09 – 1/10	Media platform coordinator and web developer, Media Development Centre, Birzeit www.sahaclub.ps
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Duties:	Maintain, translate and publish the materials and keeping the website up-to-date.
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07/07 – 12/08 General Accountant, EllisDon Construction Inc. Dubai, UAE.

Duties: **Progress Billings to clients.**
Accounts Payable and Accounts Receivables.
Maintain employee records maintain accounting reports.
Financial reporting, arrange and maintain apartment leases.
Administer employee health benefits, Peachtree,AS400 data entry, cheques printing.

02/06 – 05/07 MAAN News Agency, Bethlehem

Duties: **Photographer, Editor In the News Department**

07/05 – 01/06 PNGO (Palestinian non governmental organization). Ramallah.

Duties: **Coordinator to many conferences in Palestine.**

12/04 – 07/05 Muwatin, The Palestinian Institute for the Study of democracy, Ramallah.

Duties: **Administrative Assistant**

SPECIAL SKILLS

- Able to work independently and efficiently to meet deadlines.
- Able to promptly answer support related email, phone calls and other electronic communications.
- Self motivated, detail-oriented and organized.
- Proficient in Internet related applications ;Ms office and internet
- Excellent communication (oral and written), interpersonal, organizational, and presentation skills.
- Typing proficiency: 40-60 wpm.
- A very good Graphic designer using Adobe Photoshop ,Illustrator , indesign I movie programs and an excellent Mac user.
- Professional Photographer: Video filming and Still *Canon D5* - Portraits and landscapes.
- Able to Work on field and theoretical researches.

Arabic: Native speaker
English: Fluent, written and spoken
Italian: reading and writing - beginner

Accounting Programs: Peachtree and AS400 accounting system.

EXTRACURRICULAR ACTIVITIES

Translator and coordinator to many workshops in ramallah specially with PGFTU.

Publishing in AL Hal newspaper - posters and articles.

Activist with the Student affairs Birzeit University, a Sanabil Band (singer).

Coordinate many Exhibitions in different fields.

Participation in several local and international summer camps

Advanced workshops in topics such as: democracy, conflict management, youth, economy and women's rights

Field researcher, especially data collection

Photographer and Pop art Painter

Writing (poetry, composition and articles)

Sports: Basketball, Football.

References will be given upon request.

Ali Salih Ali Batha

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