**Fayrouz S. Darwish**

**Palestine – Ramallah**

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## W O R K E X P E R I E N C E

**Instructor in the Finance Department -June 2006 –till now**

**Birzeit University.**

* Teaching courses such as Advance corporate finance.

Investment -where students trade stocks in a simulation game

Financial analysis-students analys a company listed in the palestinian stock market

Personal finance -students prepare their budget ,save money then invest .

* Good knowledge in cost benefit analysis, Building budgets and controlling system
* Strong Accounting skills

**Head of Financial Aid unit -June 2016 –August 2018**

**Birzeit University.**

 Responsibilities**:**

* Distributing scholorships among studends according to laws and regulations of birzeit university
* Engaged in student payments and installements
* Help in arranging the surplus drawing from students accounts

**Financial analyst- March -2004 - May-2006**

**Palestine Development and Investment Company. Ramallah.**

 Responsibilities:**:**

* Handling the Jordanian Portfolio in the company
* Analyzing the companies’ Technical and fundamental aspects in order to make an Investment Decision.
* Handling the daily Reports of the Jordanian Portfolio
* Handling the investment reports.
* Studying and analyzing the GCC and the Egyptian markets seeking for new opportunities.
* Helping the general manager in setting the investment policy for the company.

**Head of Financial Intermediaries and Non for Profit Organizations/ Palestinian Ministry of Finance1999-2001**

 Responsibilities: -

* Auditing and inspecting banks and Insurance companies’ accounts.
* Making sure that financial intermediaries are in compliance with income Tax and VAT regulations.
* Helping NGOs with any problem regarding VAT.
* Auditing NGOs invoices and refunding them the VAT
* Examining NGOs contracts and final approval of Zero value added Tax for certain projects.

**Head of internal Auditing Department in VAT Directorate- Ministry of Finance, 1997-1999**

Responsibilities: -

* Auditing Regional departments to make sure they work in compliance with the VAT Directorate instructions.
* Auditing the 10 large Israeli companies that didn’t issue clearance invoices.
* Part of the Palestinian clearance team with the Israel in accordance with VAT ,Customs and Excises.

**Other responsibilities**

* Part of the negotiation team with Israelis in relation to health, water and electricity

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**Tax auditor-- Ministry of Finance 1994-1996**

 Responsibilities: -

* Audited and inspected taxpayers' records returns.

**Trainer—Detainees rehabilitation institution Oct1994-Dec1994**

 Responsibilities: -

* Training course in principle of accounting.

# L A N G U A G E S

English, Arabic and French

**T R A I N I N G C O U R S E S**

* Massari
* Project training design Feb-April 2015
* Training for Trainers EFE Foundation(education for employment foundation ) 2009
* Training related to new methods of teaching (Ibin Rushed)2009
* E-learning training course- ITC 2008
* Portfolio management: PSE 2004
* Developing and Planning small projects 2001
* CPA review : Ernest & Young – Palestine2001
* Tax Auditing: Palestine 1995
* Tax Administration: Palestine 1995

# A C A D E M I C D E G R E E S

 **Master of Business Administration (MBA)/Finance, 2003**

Western Michigan University, Michigan, USA

**DIPLOMA in TRANSLATION (English Arabic and Vis versa)1996**

Birzeit University, Birzeit, Palestine

**Bachelor in Accounting & Business Admin. 1994**

Birzeit University, Birzeit, Palestine