

## Curriculum Viate



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**Face book :-** د. خلود الفليت

**Nationality :-** Palestinian

### Education :-

**-PHD of philosophy Business Management – Management**

**Information Systems, Faculty of Business Studies – Sudan**

**University of Science and Technology 6/ 2018.**

**-Master of business Administration (MBA) from Islamic university of Gaza in 2004.**

**-BA in Business Administration from Islamic university of Gaza in 1999.**

**- Diploma in English language from IUG.**

**-Professional Experience :**

**- Vice President of Business Administration Department 2019/2020.**

**- Assistant Professor of Business Administration at the faculty of Business.**

**- Supervisor and discusser of the MBA theses.**

**-AI lecturer of Business Administration at the faculty of Business since 1999 until present .**

**-Researcher in some different subject in Business and economics.**

**- Referee scientific papers for different magazines.**

**-Consultant to some of the associations to solutions to the problems facing them And Developed.**

**-Trainer in the areas of Human Development, Administrative And Marketing Skills.**

**-Supervisor on the trainer students.**

**- Writing project proposals.**

**- Discussion of research students graduated Bachelor of Business Administration and Finance and Banking.**

**- Arbitration of questionnaires for doctoral and master students.**

**-A cadmic Experience :-**

**-I used to teach different subjects like:-**

**Principles Administration ,Administration Accountancy, Public Relations, Financial Management ,Financial Analytics Advanced Financial Management, feasibility Studies, Project Management E-commerce ,and Principles of Management for Master Students.**

**-Arbitration papers for an Algerian magazine**

**Scientific researchs and published court- -**

**- The impact of knowledge management processes on the requirements of electronic management of employees working in Palestinian universities**

**Applied Study on Islamic University in Gaza and Al Azhar University in Gaza.**

**Muthana journal of administrative & economics Sciences.3/2020.Iraq.**

**- The Impact of the Technical and Security Employment of E-Management on Knowledge Management Processes in Palestinian Universities - An Empirical Study on the Islamic University - Gaza – Palestine. Israa University Journal,7/2020.Palestine.**

- The Impact of the Human Employment of E-Management on Knowledge Management Processes in Palestinian Universities - An Empirical Study on Aqsa University - Gaza , Palestine. Militia Knowledge E-Comprehensive journal for Education, and science publication (MECSJ)-1/12/2019. Jordan.

-The degree of employment of electronic administration and its impact on the development of knowledge management in Palestinian higher education institutions Applied Study on Al-Azhar University in Gaza, Al-Nilain, Journal, 7/2018.Sudan.

- The Impact of Electronic Management on Knowledge Management Processes in Palestinian Higher Education Institutions, An Applied Study on the Islamic University of Gaza - Islamic University Journal 9/2018.Palestine.

- The role of trade unions in Palestine scientist to create jobs for its members.

### **-Conferences :-**

- The Effect of Administrative Reform on Fighting Administrative Corruption from the Holy Quran Perspective .(Imam Kazim College, Iraq, 2019-05-02).

-The impact of management and environmental factors on adaptation.12-3-2019. IUG.

-The right of Palestinian women to hold public office between law and reality. Case Study (PNA Institutions)

-The role of institutions operating in the Gaza Strip in dealing with the problem of poverty

-The reality of the rights of Palestinian women trade unionists

-Challenges of Entrepreneurship and Entrepreneurship

**-The extent to which the banking sector is committed to the performance of its social responsibility**

**-The European Model of Excellence for the University of Islamic Academics**

**-The reality of unemployment in the ranks of graduates and graduates and the mechanisms of treatment 2014-2015.**

**-- The reality of the Palestinian youth of microfinance programs and. (3/2012).**

**-Mechanisms for spreading the culture of dialogue among students of Palestinian universities**

**-Office Management Worksheet**

**-The reality of the exchange companies operating in the Gaza Strip**

**- The role of lending institutions operating in the Gaza Strip in the treatment of the problem of poverty.( 4/2010).**

**-Credit facilities in supporting different economic sectors".**

**Paper titled" applied study on the banks working in Palestine ( May 2005)".**

**-Banking emerge in Gaza strip. "Evolution of Islamic bank of Palestine experience (February 2005).**

**-Worksheets :-**

**-The reality of banking in the Gaza Strip - a case study  
company Abu Atiya Exchange 2014.**

**-Days Seminar :**

**-The role of unions in generating job opportunities.**

**-Self-marketing - University of Israa.**

**- The reality of women's leadership in Gaza - University Al-  
Aqsa.**

**- The reality of unemployment in Palestine - Aqsa  
University.**

**- The reality of exchange in Palestine Islamic University.**

**- Strategic Thinking in the Islamic University.**

**-Awards :-**

**University grants to research the practical 2013.**

**Supervisor about research out of the University award  
winning scientific .**

**- Training courses trainer:-**

**-Executive Secretary –HR Center- Khartoum – Sudan.**

**-Qualifying professional administrative staff – Experience**

**Foundation- Khartoum – Sudan.**

**-Presentation skills**

**- Time Management course in Gaza Center for Human**

**Development And Some Secondary Schools.**

**- Meeting Management Course Gaza Center for Human**

**Development.**

**- Outstanding Leadership Strategies in Gaza Center for**

**Human Development.**

**-Strategy Planning .**

**- Marketing Skills.**

**- Writing skills projects**

**-The art of negotiation**

**-The art of dialogue**

**-Administration of Work Stress**

**Effective Communication**

**Analysis Finical .**

**-Body Language.**

**-Activities :-**

**-Participation in preparing workshops in the Islamic university of Gaza**

**-Member of the Department of Business Administration and Finance and Banking Sciences in the Faculty of Economics and Administrative Sciences**

**- Member of the Council of PhD holders in the Faculty of Economics and Administrative Sciences.**

**- Member of the Training Council in the Faculty of Economics and Administrative Sciences.**

**- Supervision on Writing project proposals.**

**-Supervision on graduate researches for bachelors students**

**- Supervision on the feasibility studies .**

**-Preparing questionnaires by using SPSS program .**

**- Chairman of the Committee sisters administrators in union Administrators.**

**-Training :**

**-A course in Excellence in higher education skills in 8/2019 to 11/2019.**

**-A course in Scientific research skills in summer school.2/2019.**



- A course is teaching skill in the university .**
- A course in Quality management Q .m.**
- A course in web-CT .**
- A course in Al Aseel program in accounting and Administration .**
- A course in Excel Program .**
- A course in English Language.**

**-Computer Skills :-**

**1-EndNote**

**2-Moodle**

**3- Microsoft Word .**

**3- PowerPoint .**

**4- Excel**

**5- PDF**

**6-SPSS**

**7- Front Page**

**8-Internet .**

**9- Web C t**

**10- Photo Shop**

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**-Teaching Skills :-**

**--Effective Teaching**

**-Language Skills :-**

**1- Arabic ( native Language).**

**2- English (Very Good understanding ,speaking ,writing and listening ).**

**-Community activities:-**

**\_Founding member of the Association of Palestinian administrators.**

**-Member of the Board of Directors of individual initiatives for funding previously.**

**-A member of the subcommittee of the Union of Workers in the Islamic University of Gaza – formerly.**

**-Raise awareness of the role of trade unions in the service of society.**

**-Provide advice to the Administrative problems**

**confrontation to small Businesses.**

**-Involved in providing proposals for university**

**administrators exam questions exams Personnel Office in**

**Gaza.**