

Sawsan Sayej

Administrative and financial Coordinator

Personal Info.

Address
Birzeit – Atarah St.

Email
ssayej@birzeit.edu

Telfax
+970 22982120

Skills

- * Communication Skills
- * Ability to prioritize workload
- * Project scheduling
- * Ability to work as part of a team anindependently using my own initiative.

Software

MS word, Excel, Internet, Email.

Languages

Arabic (Mother tongue)
Fluent
English, good

Experience

1998-04-
Present

Administrative and financial Coordinator. Birzeit University

- Follow-up preparation of the annual financial plan of the unit
- Follow-up to prepare and write the administrative and financial reports and follow up on financial matters with the relevant authorities
- Follow-up projects signed with the financiers and the Institute.
- Audit the financial reports of the unit And review with the Department of Finance
- Preparing the administrative and financial reports of the Institute,
- Follow-up staff time and evaluate contracts Affairs.
- Assist in the writing and preparation of the budgets of the project proposals, and the preparation of the budgets of the various projects in coordination with the Director.
- Assisting in the preparation of the annual financial plan of the Institute and the preparation of the budgets of project proposals in cooperation and coordination with the direct supervisor

1996-1998

Executive Secretary
Ministry of Culture

Education

2010

BA in Business Management.

2001/2002

Professional Management diploma for non-governmental organizations (Final project in Assessment and Evaluation of the administrative structure of the Media Institute).

1996/1997

Executive Secretary Diploma.

Training Courses

2017, August	Facilitators training course Center for Continuing Education-Birzeit University
2016, January	Training on the use of social media Media Development Center - Birzeit University
2015, September	Project Identification, Development and Management. Maastricht School of Management- The Netherlands
2015, August	Training of Trainers Workshop on Mobility included in the MED MOBILProject-Supportive International Approach to Increase and Improve the Mobility and Exchange for Young People in the Mediterranean. Birzeit University.
2015, May	Training in Project Proposal Design Birzeit University

