

AHMED A. M. al-BURAI

MBA; University Lecturer; Professional Interpreter/Translator

Mecca St. • Dier El-Balah, Gaza Strip È : 0599-601819 (: 08.2530567 * : aburai@ucas.edu.ps

Objective

To join the reputable PhD program in Business Administration at your honorable university so that I could leverage my understandings through a process of sharing; giving and getting new notions and communicating ideas through profound discussions and valuable debates that will certainly lead to effective communication and enhance skill development.

Personal profile

Marital Status

Married: a wonderful family; my counterpart and soul mate, Hana'a, she has an MA in teaching Maths. A young beautiful 4-year-old daughter 'Siba', and lovely naughty 2-year-old boy 'Amer'

Date of Birth

11th October, 1980

Home:

Mecca St. • Dier El-Balah, Gaza Strip

(: +972 (0)8.2530567

È : + 970 599-60 18 19

* : ahmedalburai@gmail.com , ahmedalburai@yahoo.com , ahmedalburai@hotmail.com

Address

Work:

P.O. Box :1415 Gaza Palestine

(:(+970) 8 2868999

Fax: (+970) 8 2847404

* : aburai@ucas.edu.ps

Passport

905327516

Academic Qualifications

MBA – Islamic University of Gaza, GPA 84%

A number of complementary courses were offered in the first semester; accounting I&II, commercial law, micro & macro-economics, Statistics, management principles I&II. In the other 3 semesters a number of more focused courses were offered; Statistics and Research Methodology &SPSS, Modern Islamic Transactions, Strategic Management, advanced marketing management, human resources management, quantitative decision making, management information system (MIS), Advanced Financial Management, Advanced Managerial Accounting and International Business Management.

2005-2007

ACHEIVMENTS: the EXPERTISE, UNDERSTANDING, KNOLEDGE, ATTITUDES and SKILLS I gained during my study time. I can claim that I became a real TEAM player where Together Everyone Achieved More. I was a member of the team of two remarkable Study Days on Islamic Transactions and ways of improving the managerial system in governmental sections. **My biggest achievement was my dissertation about Measuring the Level of Competitive Capabilities in Food Industrial Sector.**

2007-2008

Postgraduate Diploma – Translation and Interpretation (IUG) GPA 85%

ACHEIVMENTS: my biggest achievement was the new windows and horizons that upgrade my knowledge and skills in mastering the English Language as well as overlooking new domains of understandings through conveying the meaning of one text to another. My graduation project was a translation of a number of business articles on intellectual capital investment and total quality management at higher education organizations. I graduated with a merit and I was appointed to teach translation for business purposes at the Institute.

1998-2002

B.A. English Literature at Department of English (IUG) GPA 84.5% .

ACHEIVMENTS: learning a foreign language was a passion and a challenge to mine; I am keen to learn about other cultures and civilizations; English was the gate to this knowledge. I devoted myself and my efforts to excelling in acquiring this language and I succeeded; I graduated with merit and I was consequently appointed as a teaching-assistant at the Department of English in the Islamic University of Gaza.

2001-2002

General Diploma in Education at Islamic University of Gaza GPA 75%

ACHEIVMENTS: I was acquainted with the up-to-date required pre-requisites of being a good teacher. It was a good chance to learn unique methodologies and teaching approaches on how to motivate, involve, engage, share, guide, counsel, monitor, evaluate, follow up and many other skills a TEACHER needs to deliver a sound and valuable message.

WORK EXPERIENCE

2007-present

**Full-time lecturer
Business Department,
The University College of Applied Sciences**

ACHEIVEMENTS: I have been working as a lecturer at the Business Department for three years and a half; I have contributed to a spectrum of accomplishments i.e. I played a major role with a distinguished team in designing the strategic plan for the Department, editing the quarterly-published magazine of Business Department, participating in a bunch of study days and seminars on Social Responsibility at NGOs, the Global Financial Crisis and Developing the Palestinian Agricultural Sector. I have been selected for a number of internal committees; curricula quality committee, coordinator of 'English Business' courses, and Quality Committee.

This is added to the wonderful job of being a TEACHER or rather a MENTOR to my lovely students where I plan, prepare and deliver lessons to a range of classes and various majors i.e. management, marketing, business etiquette, English for Business Purposes, Secretarial Duties, Public Relations, English Skills, Office Communication Skills, Report and Proposal writing. Moreover, I prepare and set tests, examination papers, and exercises using the MOODLE, I Mark and provide appropriate feedback on oral and written works. Finally, I devise, write and produce new materials, including audio and visual resources

2007-present

**A Trainer
Community Service and Continuing Education Deanship,
The Islamic University of Gaza**

ACHEIVEMENTS: My good relations with the trainees and the mutual respect alongside the exchange of experiences and opinions I enjoy when running special tailored courses for adults and business practitioners, who possess knowledge of scientific, technical or commercial expertise; English Based Business Writing skills,

Business Communication Skills (I,II,III), Business Studies and Reading & Understanding Business Texts, Business Report Writing Skills, Fund-Raising Proposals and concept paper writing techniques.

Academic instructor- English
United Nations Relief and Work Agency (UNRWA)
Gaza Field Office

2003-2008

ACHIEVEMENTS: I Provided a positive environment in which students are encouraged to be actively engaged in the learning process; I also communicated effectively, both orally and in writing, with students and parents on a regular basis. Moreover, I collaborated with peers to enhance the instructional environment and established and maintained cooperative working relationships with students, parents, and schools. Ultimately, I participated in training and presentations about teaching approaches.

Teaching-Assistant
Department of English
Islamic University of Gaza

2002-2004

ACHIEVEMENTS:

I taught English Discourses as university requirements i.e. English for Computing, Technical English for Engineers and English in Use; British English 'Headway' and American English 'Interchange' series.

I translated numerous documents and proposals for Resources Development Center (IU-G)

Free-lance Translator\Interpreter
BBC World Service Trust
BBC world service
LA Times
Canadian Broadcasting Corporation
Palestinian Legislative Council
Islamic Relief
UN Agencies (UNRWA, UNICEF, UNIFEM, UNFPA)
Model Schools Network (MSN) Amideast

2002-present

ACHIEVEMENTS:

I gained a deep and thorough insight to miscellaneous arts and settings that broaden my mind and leveraged my capabilities, potentials and competencies; as a translator, I translate documents and other materials from English into Arabic and vice versa in a countless spectrum of topics in Business, Law, Science, Mental Health, Psychotherapy, and children and women issues as well as political and journalistic articles: following established rules pertaining to factors, such as word meanings, sentence structure, grammar, punctuation, and mechanics. As an interpreter I convert spoken statements from one language to another in various settings whether simultaneously; immediately converting what is being said, or consecutively; more common in smaller meetings and discussions

Voluntary Work

Position	Company	Project	Duration	
			<i>From</i>	<i>To</i>
Part time translator	S.C. F	Projects proposals	1 July 2002	1 Dec. 2002
Part time translator	R.D.C. (IU-G)	Infrastructure	15 Dec. 2002	10 Aug. 2003
A coordinator in Public Relation Department	Bait Lahia Municipality	Urban Development	1 Jan. 2002	1 Nov. 2002
Trainee translator	Sworn interpreter office	Miscellaneous	1 Oct. 2004	15 Mar. 2005

Training courses

Subject	Trainer	Duration
Modern Approaches in	The Qattan Center for Education Research and Development	30 hours
Using technology (Moodle and virtual Classes in teaching	Al-Quds Open University, Gaza	50 hours
Internet Access and web design	Community Service and Continuing Education Center at Islamic University.	30 hours
Computer Maintenance	Community Service and Continuing Education Center at Islamic University.	40 hours
English & Arabic Typing Skills	Community Service and Continuing Education Center at Islamic University.	30 hours
Microsoft Windows 95 & Win word 97	Community Service and Continuing Education Center at Islamic University.	30 hours
TOT (IELTS Trainer)	Community Service and Continuing Education Center at Islamic University.	30 hours
Incomplete Undergraduate Diploma in Computer & Multimedia	The Community College of Applied Sciences	45 credit hours

Languages				
Language	Speaking	Writing	Reading	Listening
Arabic	M o t h e r t o n g u e			
English	Excellent	Excellent	Excellent	Excellent
Hebrew	Good	Pretty good	Very good	Good
French	Pre-intermediate	Poor	Good	Good

Other skills leadership and team work skills
 Excellent management and communication skills at different levels.
 Demonstrated ability to work under pressure.
 Reporting
 Internet applications
 Flexibility, resistance to stressful situations .
 Desire to learn new skills and actively participate in staff development activities.
 Self disciplined with strong ethics .
 Ability to work independently and to take initiatives
 Driving License.
 Martial Art professional

References **Dr. Yahya Sarraj**
Dean of the University College of Applied Sciences. (UCAS)
 Mobile: (+972) 599-863370
 Tel:(+970) 8 2868999
 Fax:(+970) 8 2847404
 P.O. Box :1415 Gaza Palestine
Email: ysarraj@ucas.edu.ps

Dr. Majed El-Farra
Dean of the Faculty of Commerce
 The Islamic University of Gaza
 Mobile: (+972) 599- 861911
Email: melfarra@iugaza.edu.ps

Ms. Eve Sabbagh
 BBC World Service Trust
 Mobile: : (+972) 599- 607548
Email: eve.sabbagh@bbc.co.uk

Authenticated documents are available upon request



My personal mission in life

My one-sentence mission/vision	To live life completely, honestly, and compassionately while making a positive impact on those around me.
My professional philosophy statement	To make a difference in people's lives through expert advice, personal empowerment, and compassion.
My goal for the coming three years	A PhD degree in management from a reputable university to leverage and enhance my knowledge, abilities, skills, understanding, attitudes and expertise to provide specialized consulting
My objectives	I am an educator. I truly believe my calling in life is a teacher/counselor/adviser. I enjoy the inner satisfaction that comes with helping people learn -- in whatever context that it happens.
Professional Sphere	Following-up implementation and evaluation of the strategic plan for my college, apply and promote the concept of Total Quality Management in all parts of the organization
Social Sphere	Establishing good relations with all family members and questing happiness for my father, mother, wife and children along side with my fellow citizens.
Volunteerism Sphere	Sticking up for issues and people I believe in & fighting for what is right.
Research Sphere	Paying close attention to scientific research that supports the trend towards the adoption of cutting-edge methodologies of strategic management.
My values	<ul style="list-style-type: none"> • I aim for growth, change, honesty and dedication in most aspects of my life • I'm here to have lots of fun • Freedom is a value that's really strong within me • The things I do, think and say are in connection with who I am
My motto in life	<p>Conceive - Believe – Achieve</p> <p>Tactics without strategy is the noise before defeat</p>