

Curriculum Vitae

Name: Mahmoud M. M. Tahboub
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Education

Sep. 2004 – Jul. 2005 University of Perugia for Foreigners, Italy - MBA in Internationalization and Communication of the Productive Systems in the Mediterranean area.

Jan. 2002 – Jun. 2003 International School of Associations Management "ISAM", USA – High Diploma in Associations Management, Ramallah – Palestine.

Sep. 1995 – Jun. 1999 Palestine Polytechnic University, Palestine – B.Sc. in Information Systems (graduated with distinction grade).

Sep. 1994 – Jun. 1995 Al-Hussein Ben Ali Secondary School, Hebron – Palestine, Tawjihi (GSEC)/ Scientific Stream.

Training

Oct 2013 Business Plan TOT Training, organized by Spark, Hebron – Palestine.

May 2013 Build Your Business (BYB) TOT program, organized by International Youth Foundation (IYF), Ramallah – Palestine.

Sep. 2011	Customer Relationship Management (CRM) advanced training course, organized by FFKITCE, CARANA & Salesforce Foundation, Hebron – Palestine.
June – July 2011	Customer Relationship Management (CRM) training course, organized by FFKITCE, CARANA& Salesforce Foundation, Hebron – Palestine.
June 2011	TOT in Business Plan Writing & Entrepreneurship, organized by NZITCE, BSC Ramallah & SPARK, Ramallah – Palestine.
June 2011	Communication and Networking Skills, organized by Management and Training Corporation & General Consulting and Training, Ramallah – Palestine.
June 2011	Managerial and Behavioural Skills for Managers of Excellence, organized by Management and Training Corporation& General Consulting and Training, Ramallah – Palestine.
Apr. 2011	Gender Mainstreaming Training, organized by VET-NGO League, Ramallah – Palestine.
Dec. 2010	Business Plan TOT program, organized by PPU and Frenzo State University (USA), Hebron – Palestine.
Jun. – Jul. 2009	First Aid training course, organized by PPU, Hebron – Palestine.
Jan. – Feb. 2008	Designing E-Courses using Moodle system, organized by FFKITCE – PPU, Hebron – Palestine.
Aug. 2005	Entrepreneurial Training workshop, organized by UNCTAD and Empretec Palestine, Hebron - Palestine
Aug. – Sep. 2004	EcoMapping E-Learning Program, organised by Sustainable Business Associates – Switzerland

Jul. – Aug. 2003	Good Housekeeping E-Learning Program, organised by Sustainable Business Associates – Switzerland
2003 – 2004	Business Plan E-Learning Course, organised by MedPride, Italy.
Jun. 2002	Executive Development Program for Business Associations, organised by UNIMED Business Network, Valencia – Spain.
May 2001	Training course in Quality and Diagnostics of Enterprises, organised by UNIDO, Amman – Jordan.
Mar. 2001	Strategic Planning, organised by America's Development Foundation and Ma'an Development Center, Ramallah - Palestine.
Nov. 2000	Good Housekeeping, organised by Sustainable Business Associates – Switzerland, Syria.
Apr. 2000	Freedom and Market Economy, organised by the International Academy for Leadership, Germany.
Mar. 2000	Shipping & Clearance, organised by the Business Development Center – Bethlehem University and PFI, Bethlehem – Palestine.
Feb. 2000	Workshop on Profitable Environmental Management, organised by the Center of Continuing Education – Birzeit University and GTZ, Ramallah - Palestine.

Languages

Arabic	(Mother Tongue)
English	Very good
Italian	Very good

IT Skills

Confident IT user with experience of:

1. Microsoft Office Applications (Word, Excel, PowerPoint, Access, Outlook, ...).
2. Salesforce web based platform.
3. E-Learning Platforms (Moodle and Blackboard Platforms) – Participant in several E-Learning courses, and tutor of Environmental E-Learning Courses, Business Plan E-Learning Courses.

Work Experience

Aug 2015	BYB Trainer, Program organized by IYF, Amman – Jordan.
Feb 2015	BYB Trainer, Program organized by IYF, Manamah - Bahrain.
Oct - Nov 2014	Business Plan trainer, Program organized by Maan Development Center for Empowering Youth in the Jordan Valley, Jericho - Palestine.
Aug – Sep 2013	Co-trainer On BYB Package, Program organized by IYF, Amman – Jordan.
Aug. 2013– On-going	Director, IT Center of Excellence, Palestine Polytechnic University, Hebron – Palestine.
Jul 2013 – On-going	Coach for BYB trainees, Program organized by IYF and CDEC – PPU.
Jan. 2013 – On-going	Business Plan trainer, program organized by FFKITCE, Palestine Investment Fund (PIF).
Jun. 2012	Business Plan trainer, program organized by FFKITCE, IYF & Leaders.
Jan. 2012	Customer Relationship Management (CRM) Trainer, organized by USAID & FFKITCE.
Jun. 2001 – On-going	Business Plan trainer, program organized by PPU, Spark, NZITCE & FFKITCE.
Jan. 2011 – On-going	Business Plan trainer, program organized by PPU & Frenzo State University & Mercy Corps.
Aug. 2009 – Sep. 2011	Head of Administrative & Financial Sciences Dept. Collage of Applied Professions, Palestine Polytechnic University, Hebron – Palestine.

December 2008	Trainer (Good Governance, Transparency and Accountability, Community Participation and Public Outreach). Organized by ARD, Bethlehem – Palestine.
Feb. 2008 – On-going	Management Trainer (Strategic Planning, Community Participation & Public Outreach, Good Governance, Associations Management,...etc.), National Council for Development, Hebron – Palestine.
March 2007 – May 2007	ICDL Trainer, Trusted Systems for IT Solutions, Hebron – Palestine.
June 2006 – On-going	IT and Management Trainer, (ICDL, Project management, ... etc.), FFKITCE– Palestine Polytechnic University
Dec. 2002 –On-going	Management Trainer, (Management, Project Management and Office Automation training courses), Continuous Education Center – Palestine Polytechnic University.
Oct. 2002 –On-going	University Lecturer (Management, Economics, OB, Introduction to MIS, MIS I, MIS II, Project Management, HRM,...etc.), Palestine Polytechnic University.
Aug. 1999 –Mar 2002	Executive Manager, The Union Of Palestinian Textile Industries.

Special Skills

1. Lecturing and Training skills.
2. E-Learning Training skills.
3. Communications skills.
4. Skills of organisation and coordination of various business activities.

Professional Memberships & Certificates

1. BYB Master Trainer, IYF & Microsoft.
2. The Palestinian Society of Association Executives, Palestine.
3. Delta Palestine Network, Palestine.
4. Sustainable Business Associates SBA, Switzerland.

References

1. Eng. Ayman Sultan, Vice President for Community Services & External Affairs, PPU, Hebron – Palestine. Tel: 02-2233050
2. Ghassan Shahin, PhD. Dean of the College of Business Administration & Informatics, PPU, Hebron – Palestine. Tel: 02-2231921
3. Mr Jalil Hazboun, BYB Master Trainer, International Youth Foundation "IYF", Ramallah – Palestine. Mobile: 0569666947