

# Diaya Uddeen Alzitawi Resume

## PERSONAL PARTICULARS

Name : Diaya Uddeen Deab Mahmoud Alzitawi  
Address : 589 Sims avenue Singapore 387600  
E-Mail : alzeetawi77@yahoo.com  
Identification No : M711606  
Date of Birth : 1 Sep 1975  
Gender : Male  
Race : Arab  
Religion : Islam  
Marital Status : Married  
Nationality : Jordanian  
Driving Licence : Jordanian & Malaysian DL



## CAREER OBJECTIVES

1. To become a dynamic, productive, progressive, proactive and self-motivated employee;
2. To contribute with confidence and excellence;
3. To utilize the language skills as well as the knowledge Human Resource and Management Leadership.
4. To gain experience from the job that is appointed.

## ACADEMIC QUALIFICATIONS

Period	School	Qualification
2012	University Islam negri Malang , Indonesia	Master Degree of Management
2010	National Institute of Education- Singapore	Specialist Diploma in Finance Auditing
2000	University of Jordan, Amman Jordan	Bachelor of Management

### Language Proficiency:

Languages	Written	Spoken	Read
Arabic	Native	Native	Native
English	Very Good	Very Good	Very Good
Malay	Very Good	Very Good	Very Good

## SKILLS AND ABILITIES

- Teaching the basic, intermediate and advanced levels of the Arabic grammar.
- Teaching prosody and the understanding of the old fashion of the Arabic poems.
- Giving lectures and Friday sermon.
- Islamic Banking Auditing
- Spokesperson and good convincer.
- Perfect presentations skills
- Critical thinking and is analytical personality
- Excellent translating skills
- Advance teaching skills
- Stringently listening and following instructions
- Able to work in a team or individually
- Determined to learn new skills and trainings
- Passionate about facing new challenges and responsibilities
- Excellent knowledge of PC use and IT applications
- Able to Translate Arabic Islamic books from Malay to Arabic and from Arabic to Malay
- Able to Translate Arabic Islamic books from English to Arabic and from Arabic to English

<b>Period</b>	<b>Institute</b>	<b>Scope of job</b>
-2002 2004	ibu kota kinabalu college Sabah Malaysia	Lecturer –Managment
2005	University Sabah Malaysia Sabah Malaysia	Lecturer –Managment
-2009 2015	wak tanjong Sipngapore	Officer
2010- 2015	Wak Tanjong Singapore	Officer

## *Training Experiences*

Trainer at Many Training Centers in Malaysia, Jordan, Lebanon, Kuwait, Indonesia , china , Singapore, Korea and others in the Titles:

- Public Services Development
- Strategic Planning
- Systems Development
- Delegation
- Administration Skills
- Decision making process.
- Time management.
- Negotiation process.
- Team work management.
- Project Management.
- Project Risk Management
- Leadership
- Problems Identification and Problem Solving approach in organizations.
- Training Need Analysis.
- E-archiving System.
- Thinking Approach by using six thinking hats, proposed by De Bono group.
- Effective meetings Management.
- ISO9001

## REFEREES

<u>Referee 1</u>	<u>Contact number</u>
Ahmad Alzeitawi	+6587772789