



Abed AlRazaq Ghassan Salman

Palestine
Gaza Strip

Email: abedsalman1993@hotmail.com
Mobile: 0597822911

Career Objective

Short term Goals: - To Become one of the best in my field - To widen up my horizon and learn a new thing every chance i get, in order to get better
Long term Goal: - To work in an international company where i can gain more experience and skills

Experience

Al Monir

5/2018 to 1/2020

Head of The Cosmetic Department

Job Title & Description of Duties

Job Title: Head of The Cosmetic Store Department

Duties Description:

- I was in charge of a team of employees
- Establishing strategies and plans for the team.
- Assign role to every member of the team.
- Supervising and making sure that everything goes according to plan.
- Monitoring and evaluating the process.
- liaise between employees in different department (marketing, Procurement, etc.).

UNRWA School

9/2016 to 6/2017

Office Clerk (Admin Assistant)

Job Title & Description of Duties: Job Title/ Office Clerk(Secretary)

Duties Description:

A part of my job was routine work in a school field(Secretarial Work)

- Keep Records of students and keep it up to date
- In charge of inventory
- Handling the ongoing mail
- using copy machine, and help the teacher with their work
- making sure the safety of kids
- Receiving Phone calls and be the image of the school

The huge part:

- Manage the Data Base for the UNRWA System (EMIS)
- Using MS(Excel, Word) daily to sort data and just do my job.
- Using MS team to assign work to each member on the team and follow back on their work..

At A Bunch Of Stores

4/2010 to 7/2016

Sales Representative

i worked for more than one store as A

- Sales representative
- In Charge of social media Marketing
- Marketing head of staff

Duties Description:

I worked for a bunch of stores in the Gaza market for so long, I practically know all the merchants and have dealt with them in the past.

I used to sell all kind of products from clothes (Female, baby, Men) to cosmetics product

And I have a valuable experience working in all kind of markets merchandises

Ministry Of Higher Education

2/2014 to 3/2015

Office Clerk(Assistant to the Head of the Statistical Department)

Job Title & Description of Duties

Job Title: Admin Assistant to the Head of Statistical Department

Duties Description:

- The job is basically gathering data (Numbers, Statistics) from sources like (School, University, Kindergarten, etc.) and managing those data using MS Excel program
- Create reports and analyze those data to which it can be utilize.
- We send files to disseminate data & Format and check for any error Then store it.
- Help post graduate students with data reports and data analysis.

Education

Master's, Human Resource Management

2016/2018

Islamic University of Gaza

Bachelor's, Business Studies / Administration / Management

2010/2014

Arab American University

Certifications and Courses

- Proposal Writing & Project Coordination, 5/2017

Languages

- **Arabic.** Native or bilingual
- **English.** Full professional

Skills

Professional using Microsoft Excel

Professional using Microsoft Word

Professional using Microsoft Powerpoint

Excellent using Excel VBA

Advanced at Microsoft Power PI

Excellent at using Microsoft team

Excellent at using Adobe Photoshop

Excellent at using Adobe Premiere

Good Driver with a valid driver license

Great at making connections

i can work under pressure

Great Sales Rep

Marketing Via Social Media

Creating Reports and Analyze Data using Excel & Power PI

I have a great marketing connections in Gaza