

Curriculum Vitae

Khalil Ibrahim M. AlKhatib

Personal information

 Bilal Ibn Rabah St., Rafah 99903 Gaza Strip, Palestine

 +970599713439

 khlo90@hotmail.com k.ikhatib90@gmail.com

Date of birth 31/12/1990 **Nationality** Palestinian

Work experience (2013 - 2020)

Freelancer Digital Marketer, Strategist and content writer

CEO at Unlimited Translation services

Website: www.ultdtrans.com

E-commerce and Digital Marketing Lecturer, The Arab Collage of Applied Sciences - Gaza, 01/10/2020 to date, Part time.

Assistant manager at 28 Magazine, Gaza, 01/04/2018 to date, Part time.

Accountant and Cashier at Rotana Restaurant, Eastern Cross Road, Rafah, Gaza Strip, Palestine, 20th January, 2018 - 15th June 2019, FT

Cashier at Fiesta Restaurant, Awda Cross Road, Rafah, Gaza Strip, Palestine, Aug 2015-October 2015, FT

Executive manager, and Secretary in Gaza Youth Commission

Eng. Mohammed El-khatib, Head manager.

Email: eng.md.kh2@gmail.com

Phone: +970-599953208

Translation Projects Manager in Languagemet, beIN Translation Services and Unlimited Translation Services online agencies since February 2013 up to date.

Administrative Assistant at Salhi and Partners Company for contracts and general trade from 01/03/2013 to 30/08/2015.

Voluntary worker at department of Public Relations and Media in Al-Kuwait Hospital – Rafah, in 2015.

Voluntary worker projects coordinator and proposals writer for The Palestinian Child Friends association, Gaza Strip, Palestine.

Participated as a Translation freelancer in Palestinian community Assistance program (PCAP)-Mercy Corps.

3 years of experience as a coordinator and field translator for solidarity foreign delegations with the Palestinian people and Palestinian cause.

Skills and Competences

- Self-motivated with flexible attitude, and able to adapt quickly to change.
- Excellent networking and coordination skills.
- An exceptional interpersonal, communication and motivational skills.
- Proven ability to stay within approved budgets, schedules & achieve objectives (Ability to work under pressure).
- Fluency in both English & Arabic languages including both written and verbal communication skills.
- Excellent reporting skills in both English & Arabic.
- Advanced computer literacy (Microsoft Word, Excel, Power Point and Internet Browsing).

Education

(2010 – 2014)
University

Bachelor Degree in business administration in English language, University of Palestine – Gaza.

2008

Secondary Education, Scientific stream, Alsalah sec. school, Deir AlBalah, Gaza

Communication skills

- Good communication skills gained through my Bachelor study in English language, served as projects coordinator and executive manager with Gaza youth commission, Al-Kuwait Hospital and The Palestinian Child Friends Association.
- IELTS certification intermediate level granted, February 2020
- Leadership and networking skills

Managerial skills

- Quality assurance Performance reviews
- Execution planning
- Organization, planning and priority setting

Computer skills

- Good command of Microsoft Office™ tools
- Good command in web searching and Gmail uses

Additional Information

References

- Dr. Ahmed Awaja, Dean of the Arab College for Applied Sciences, info@acas.edu.ps
- Dr. Ezz Elarab Elawoor, Head of Business Administration departments at University of Palestine, e.awoor@up.edu.ps
- Mr. Kamel Salama, General manager of Languagemet Company, kh.projects@languagemet.com
- Eng. Hamz Reyati, Industrial Engineer [0597773745](tel:0597773745)
- Eng. Mohammed Alfayumi, Web Developer [0595826234](tel:0595826234)