

Curriculum Vitae

Personal Information:

Name: Leila Saeb Ibrahim Khader
Gender: Female
Date of Birth: 3/3/1994
Place of Birth: Palestine
ID NO: 804786820

Contact Information:

Mobile number: 0597526520
E-mail: Leilakhader.49@hotmail.com

Education:

Name of University: Islamic University Gaza
Major: English Commerce
Minor: Accounting
GPA: 85% (very good)
Year: 2016
High school: Ahmed Shawqi
GPA: 88.7% (Sciences)

Work Experience:

- Trainee at Palestine Islamic Bank.
- Volunteer at Save Youth Future society and member of Gandhi unit for media and advocacy.
- Admin assistant at Save Youth Future Society / Human Resources Department.
- Volunteer at UNRWA "HQG" as a Finance Assistant at the Finance Department.
- Freelancer translator.
- Telesales employee at Citynet Company for Internet Services.
- Volunteer at UNRWA "GFO" as a Finance Assistant at the Finance Department.
- A GTP Clerk and Translator at UNRWA "GFO" / Human Resources Office.

- Admin assistant at UNRWA "GFO"/ Human Resources Office – Response Unit.
- Worked at Palestinian Central Bureau of Statistics "PCBS" for 2017 CENSUS.
- Customer Care and Telesales representative at PALTEL Company.
- Sales Officer & Representative at PALTEL Company /Sales Department - Jabalia Showroom.

Courses:

- English Language: level 10: (2009-2010), at AMIDEAST.

Skills:

- Excellent experience on using Al-Aseel program.
- Excellent experience on using Microsoft Office Programs.
- Working under pressure.
- Ability to work in groups.
- Good communications with people.

Language Skills:

Language	Reading	Writing	Speaking	Listening
Arabic	Excellent	Excellent	Excellent	Excellent
English	Excellent	Excellent	Excellent	Excellent