

Nationality
Years in Profession

Palestinian
4 Years University + 4 Years Professional Experiences

December.2019 – Present:

Paltel

Responsibilities:

- Participate in and contribute to the success of the activities of the Paltel shabab 2019 .
- Training in Sales Manager and learn some skills such as :
 - Work with the senior management team to set revenue and sales goals on a monthly, quarterly, or annual basis.
 - Increase customer satisfaction ratings and create innovative programs for upselling.
 - Work with senior management to devise and implement innovative go-to-market strategies.
 - Become a mentor to the sales team and nurture relationships with each associate in order to help them achieve their goals.

February.2019 – July.2019: Careem

Responsibilities:

- I completed the necessary requirements to graduate from Careem Ambassadors Program .

July.2018 – July.2019: Jawwal

Responsibilities:

- Participate in and contribute to the success of the activities of the ana jawwal 2018 .
- Training in Business Administration Department .
- Providing office support including customer and employee support.
- Keeping well-organised files and records of business activity.
- Researching company data and archived reports.
- Keeping computer databases up to date.
- Using spreadsheets to track expenses and company spending.
- Building relationships with clients.
- Preparing documents by printing, copying, and binding.
- Writing and editing company correspondence.
- Scheduling appointments and events.
- Ordering office stationery and other supplies.
- Preparing meeting rooms by setting up chairs and getting refreshments.
- Participating in office meetings and taking meeting minutes.

September.2018: Palestinian Information Technology Association of Companies (PITA)

Responsibilities:

- Participate in and contribute to the success of the activities of the Palestine Technology Week 2018.

June.2018 – July.2018: Jawwal

Responsibilities:

- Participate in and contribute to the success of the activities of the buzz team .
- Training and education in different fields:
 - Positive thinking
 - communication skills
 - group leadership
 - work team
 - marketing
 - service customer
 - Organizing marketing events

Education

1. High school Degree, karmel secondary school, Gaza, Palestine, 2017
2. B.Sc. in Business Administration, Al Azhar university of Gaza, Gaza-Palestine, 2021.

Languages Arabic and English.

Skills & Expertise

- Microsoft Office (excellent)
- Work well independently
- Works well in a team
- Performing well under pressure
- Flexibility to perform various tasks
- Self-motivated and driven
- Result oriented and Meets deadlines
- Data Entry and Writing report .

References

1. Ahmad Radwan - Markiting Manager
Jawwal Company
Tel: +970599001376 Email: Ahmad.radwan@jawwal.ps
2. Samer Shaheen - Markiting Manager
Jawwal Company
Tel: +97059900-0747 Email: Samer.Shaheen @jawwal.ps
- 3.Nasab Al Shawa - Marketing Manager
Paltel company
Tel: +972592221051 Email: Nasab.shawwa@paltel.ps
- 4 .Sami Al Hissi - Paltel shabab Manager
Paltel Company
Tel: +970592221141 Email: Sami.alhissi@paltel.ps