

Khadeeja Mohammad Malaka

 20 Years old

 PALESTINE-GAZA

 +972-595730423

 khadeejamohammad57@gmail.com

PERSONAL SKILLS

- Communication Skills
- Leadership Skills
- Prepare a CV and a cover letter
- Self confidence Skills, Teamwork and team spirit
- Planing, reporting
- Principle of Management
- Project resource and funding mechanisms
- Principle of Marketing

LANGUAGES

Arabic

ENGLISH

HOBBIES

- Internet
- Reading
- Trip
- Sport

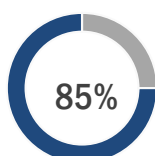
WORK EXPERIENCES

- **Administrative assistant trainee**
ISLAMIC NATIONAL BANK | 8 January 2020 To 28 Febreury 2020
<http://inb.ps>
- **Administrative assistant trainee**
ISLAMIC NATIONAL BANK | 19 September 2020 To 24 Decemper 2020
<http://inb.ps>

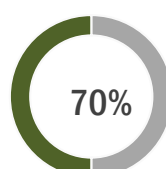
EDUCATION AND TRAINING

- **GAZA COMMUNITY TRAINING COLLEGE** | 1 September 2018 To 1 December 2020
DIPLOM IN BUSINESS & OFFICE PRACTICE
- **Certificate of General Secondary Education** | 1 September 2017 To 1 JULY 2018
Hashem Ata Alshawa school, Gaza, Palestine
Field(s) of study
 - Literary Stream
- **Certificate of the comprehensive practical exam for community college** | for the year 2021 90%
- **Entrepreneurship Programm – 40 Training hours** | 1 JUNE 2021 To 24 J2017
Challenge to change foundation, Gaza, Palestine
- **Training Course “Financial Excel” – 20 Training hours** | 4 AUGUST 2021 To 18 AUGUST 2021
Center Pixel Information Technology
- **Soft Skills workshop – 5 Training hours** | 21 Octobar 2021
Techbox foundation, Gaza, Palestine
- **The Fundamental (Computer Skills Training using MS Office 2019) – 20 hours** | 16 Octobar 2021 To 28 October 2021 “which include Ms Word, Ms Excel and Ms Powerpoint”
Challenge to change foundation, Gaza, Palestine
- **Training Course “ICDL” – 30 Training hours** | 20 October 2021 To 4 December 2021
Tech box foundation, Gaza, Palestine
- **Advanced (Computer Skills Training using MS Office 2019) – 30 hours** | 9 December 2021 To 25 December 2021 “which include Ms Word, Ms Excel and Ms Powerpoint”
Challenge to change foundation, Gaza, Palestine

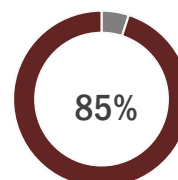
PROGRAMMING TOOLS



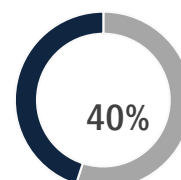
Word



Excel



PowerPoint



Access