



Palestinian



Gaza, palestine



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female



PROFILE

A highly organized and hard-working individual looking for a challenging role in a reputable organization to utilize my technical, and management skills for the growth of the organization as well as to enhance my knowledge about new and emerging trends in the IT sector



EDUCATION

2018 → 2020
Al Azhar University

- Diploma Degree in Manage and Automate Office.



WORK EXPERIENCE

2020 → present
Al Khatib Lab
Administrator

Coordinated tracer activities; Conducted client assessments; Screened and trained new employees



PERSONAL SKILLS

- ✓ Networking, negotiating, and problem-solving skills
- ✓ Able to work on my initiative or as part of a team
- ✓ Excellent conceptual and analytical skills
- ✓ Managing tasks and problem-solving skills
- ✓ Detail oriented, strong organization and a high degree of accuracy
- ✓ Analysis and Decision-Making skills



LANGUAGES

English

Arabic



HOBBIES



Basketball



Reading



Swimming



TRAINING COURSES

- Makenni Pro for market entry.(Tele- marketing- English- freelancer- content writing)
- Microsoft system center - 2018.