

Curriculum Vitae

Name: Samah Anwar Ajrami

Address: Gaza City, Palestine.

Mobile: +972569181001

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PERSONAL DATA	Date of Birth : 10/05/1990 Place of Birth : Gaza City Gender : Female Nationality : Palestinian Marital Status : Divorced
EDUCATION	1 Year of Graduation : 2015 / 2017 Specialization : Bachelor of Business Administration Average Grade : 82.28 2 Year of Graduation : 2009 / 2010 Specialization : Diploma of Electronic Business (UNRWA) Average Grade : 75.4 3 GSC : Shadia Abu Ghazala Secondary School (Scientific) Average Grade: 82.1
COMPUTER SKILLS	Good Command Of: ✦ MS Office (Excel, Word, PowerPoint, Outlook). ✦ SQL 2005 (Data-Base Program). ✦ Al-Aseel System.

LANGUAGES		Reading	Speaking	Writing
	Arabic (native)	Excellent	Excellent	Excellent
	English	Excellent	Very good	Excellent
EXPERIENCES	1. Corporation: UNRWA – Gaza Field Office. (10/2010 – 10/2011) Type of Contract: Best Students Contract. Job: Social Services Officer's Secretary.			
	2. Corporation :NGO's (Al-Qattan Center For the Child) Job: E-Marketer.			
	3. Corporation :NGO's (Palestine Farmer Development Association) Job: Project Coordinator , Proposal Writer			
	4. Corporation: Private Sector (Future Eyes Academy). (6/2012 – 9/2012) Job: Admin. Assistant			
	5. Corporation: Private Sector (Jawwal Company). (12/2012 – 3/2013) Job : Electronic Archiving			
	6. Corporation :Governmental Sector (Shafa Amro Secondary School) (4/2013 – 3/2014) Job : Administrative Assistant			
	7. Corporation :University of Palestine (4/2015 – 4/2018) Job : Chairman's Office Manager – University of Palestine's board of directors			
	8. Corporation : Yardimeli for Human Services (11/2018 – 9/2019) Job : Administrative clerk at Activities Department			

	9. Corporation :UNRWA – Health Department (10/2019 – 3/2020) Job : Clerk 10. Corporation :Jadwa Consultancy (11/2021 – present) Job : Board Assistant																								
Courses and workshops	<table><tr><th>Content</th><th>Organization</th><th>Details</th></tr><tr><td> • Communication Skills </td><td>Mercy Corps</td><td>How to deal with the problems facing the people and try to resolve them and how to negotiate and engage and interact with the Group and team work.</td></tr><tr><td> • Employability </td><td>Mercy Corps</td><td>Prepare for the interview, Management of collective action, Contact and communication between people</td></tr><tr><td> • Leadership Skills </td><td>Mercy Corps</td><td>How to manage yourself, your team and how to distribute tasks to other team members.</td></tr><tr><td> • Advocacy & Conflict Solution </td><td>Mercy Corps</td><td>How to be an effective person and good to hear, and knowing the conditions for effective communication.</td></tr><tr><td>Capacity Assessment Program for partner organizations of UNRWA</td><td>UNRWA</td><td>Applying a special program for Women, Youth, and Handicapped Centers; to specify their current levels of their productivity and the possible development ways to improve their performance to reach the Ideal.</td></tr><tr><td> • Clerk and Data Entry </td><td>UNRWA</td><td>English and Arabic data entry, using special applications, and also using MS office programs</td></tr><tr><td> • Workshop about "Human Rights and the </td><td>UNRWA</td><td>Palestinian human rights and the Palestinian issue in international forums, and other matters concerning human rights.</td></tr></table>	Content	Organization	Details	• Communication Skills	Mercy Corps	How to deal with the problems facing the people and try to resolve them and how to negotiate and engage and interact with the Group and team work.	• Employability	Mercy Corps	Prepare for the interview, Management of collective action, Contact and communication between people	• Leadership Skills	Mercy Corps	How to manage yourself, your team and how to distribute tasks to other team members.	• Advocacy & Conflict Solution	Mercy Corps	How to be an effective person and good to hear, and knowing the conditions for effective communication.	Capacity Assessment Program for partner organizations of UNRWA	UNRWA	Applying a special program for Women, Youth, and Handicapped Centers; to specify their current levels of their productivity and the possible development ways to improve their performance to reach the Ideal.	• Clerk and Data Entry	UNRWA	English and Arabic data entry, using special applications, and also using MS office programs	• Workshop about "Human Rights and the	UNRWA	Palestinian human rights and the Palestinian issue in international forums, and other matters concerning human rights.
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	International humanitarian law".		
	Fundraising Campaign	Kh/Younis Training College-UNRWA	My College participated in world Formula Student Competition , which hold in England. I was a member in the administrative group where we have collected 42,000 dollars in financing for the project in less than two months.
	Public Relations & Communication Skills	Future Eyes Academy	The importance of public relations unit at any organization and how it effect on the level of performance
	ICDL	Future Eyes Academy	Microsoft Office Applications (word, excel, Access and PowerPoint)

Personal Skills	↗ Excellent communication skills. ↗ Leadership skills. ↗ Team Work ↗ Ability to work under pressure. ↗ Commitment to time.														
References	<table><tr><th>Name</th><th>Job Title</th><th>Address</th></tr><tr><td>Dr. Sallam Al-Agha</td><td>Al-Aqsa University Former President</td><td>Khan Younis City, Mob. 0599418803</td></tr><tr><td>Sahla Sawali</td><td>University Lecturer</td><td>Gaza City, Mob. 0595262431</td></tr><tr><td>Zeyad Sha’at</td><td>Member of the Revolutionary Council</td><td>Rafah City, Mob. 0599417281</td></tr></table>			Name	Job Title	Address	Dr. Sallam Al-Agha	Al-Aqsa University Former President	Khan Younis City, Mob. 0599418803	Sahla Sawali	University Lecturer	Gaza City, Mob. 0595262431	Zeyad Sha’at	Member of the Revolutionary Council	Rafah City, Mob. 0599417281
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