

PERSONAL DATA



Mahmoud Faiz M. Kraizim

Gender: Male.

Nationality: Palestinian.

Date of Birth: 20th September 1988.

Home: Al-Zahra 15/102, Gaza, Palestine.

Mobile: 0599330509. TEL: 082632856

E-mail: mahmoud88k@hotmail.com.

EDUCATION

2nd August 2005

Al-Karmel Secondary School.
High Secondary School (Score 74.1%).

31th May 2017

Collage of Intermediate Studies at Al-Azhar University – Gaza.
Diploma of Business Administration (Score 94.7%).

EXPERIENCE

Oct. 2017 - May 2018

Clerk at UNRWA.

July 2018 - Feb. 2019

Data Entry at Zeyad Mortaja Company.

Mar. 2019 - May 2019

Data Entry at Palestinian Kuwaiti for Social Welfare.

May 2019 - Dec. 2019

Data Entry at Zeyad Mortaja Company.

Nov. 2019 - Aug. 2020

Data Entry at M.O.H.

Feb. 2020 - Apr. 2020

Data Entry at Al-Rahma for Relief and Development.

Feb. 2021 - April 2021

Data Entry at Palestinian Kuwaiti for Social Welfare.

HONORS & AWARDS

April 2021 - June 2021

ICDL 40 hours at iHH.

SKILLS

- Collects data and other information relating to the activities of the administrative services division and examining its correctness as required;
 - Prepares, verifies, maintains and updates records in prescribed formats for use by the unit's staff;
 - Maintains the general files and various registers as required such as inventory listings, personnel records of the unit's staff, job files and correspondences exchanged with other departments/divisions/sections;
 - Performs word processing and other computer duties as required;
 - Performs such other work as may be assigned.

OTHER SKILLS

- Efficient using MS. Office (Word, Excel.) Application & surfing the internet.
- Ability to Deal with all programs Software & Hardware
- Can type in English & Arabic good.
- Deal with a lot of programs like Photoshop, Internet Programs ...etc.
- Speaking, Talking, Typing English good