

RESUME



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OBJECTIVE

My objectives are to obtain a position in a professional office environment where my skills are valued and can benefit the organization. To continue my career with an organization that will utilize my management, supervision & administrative skills to benefit mutual growth and success.

PROFESSIONAL SUMMARY

Energetic, result-oriented staff member eager to bring strong administrative skills to a growing company in need of top-level support. Proven ability to provide administrative support, and commitment to deliver high quality results with little supervision.

EDUCATION

Master of Human Development and Management, Al Quds University

2018-Current
Degree: Master

Accounting, Palestine Technical College

2017
Degree: Diploma

Arabic Literature, Islamic University of Gaza

2013-2017
Degree: Bachelor

EXPERIENCE

5 Horses Store Operations Officer, Group Managing Director | Al amir Abu Jabal Group

Date: 01 February 2021_ current

- Served as a central point of contact for all outside vendors.
- Received and screened a high volume of internal and external communications, including email, and posts.
- Properly routed agreements, contracts, and invoices through the signature process.
- coordination with the insurance company.
- I helped in preparing payments requests for vendors with supporting documents.
- I successfully assisted in delivering cheques to vendors and receive receipt vouchers.
- I helped in coordination with internal and external customers to ensure proper product selection and supply chain.
- I used Bisan system to create and handle materials request.
- I participated in the process of distributing the bids.
- Sharing the bid committees and quality check for some bids.
- Assisted in collecting specifications for items for bids.
- Typing Documents.
- Data Entry.
- Preparation of meetings and agenda.

Showroom Supervisor | Badri and Hania , (Defacto)

Date: 01 February 2020– 01April2021

Project Assistant | Student Welfare Association

December 2019- September 2020

- Participate in building the capacity of the local partners to address all issues in the field and ensure high quality implementation of activities.
- Share professional and technical knowledge through hold and participate in educational workshops.
- Prepare and follow up with all financial payments and procurement processes for the project.

- Train partners' staff and local committees on protection policy.
- Report all challenges and success of the field to direct supervisors.
- Ensure proper archiving of the project's documents.
- Write reports that cover all the updates in the field.
- Manage distribution site in term of logistics, procurement and staff management.
- Keep management informed by submitting activity and results reports, such as daily call reports, weekly work plans.
- Resolve beneficiaries' complaints by investigating problems; developing solutions; preparing reports; making recommendations to management.
- Contributes to team effort by accomplishing related results as needed

project manager |Rehabilitation and Training Association

Date: march 2019 – march 2020

Cashier| Cordoba Restaurant

Date: July 2018 – November 2019

Cashier, storekeeper, Sales Officer, and Public Relation | Star Center

Date: May 2016 – March 2017

- I worked for star center in the 4 positions mentioned according to their policy of rotation.

SKILLS & ABILITIES

- Team Leader
- Good knowledge of Microsoft Office programs (word, excel, power point)
- Excellent data entry skills.
- Ability to multitask and a sense of urgency in carrying out responsibilities.
- Strong problem solver.
- Ability to organize and manages workload.
- Ability to manage work expectations with minimal supervision.
- Time management.
- Work under pressure.
- Report writing.

- Self-quick learner; agile, flexible, adaptable.
 - Knowledge of accounting principles and methods and ability to apply and adapt established methods to varied accounting problems and systems.
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COMMUNICATION

I am a confident communicator, having developed strong verbal communication skills during implementing social initiatives roles. I can clearly provide information and interact with people in a friendly manner

LEADERSHIP

I have extensive experience in leading groups, which has helped me to develop strong interpersonal skills. I get along well with others and always conduct myself with the utmost professionalism

CERTIFICATEES

- Al Asseal Accounting Program
- Supply Chain Management
- Advanced accounting for non-accountants
- ICDL
- Human Resource Management Diploma.

REFERENCES

Mr. Omar Abu A L Qumbuz | Manger in Defacto

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Mr. Owda Shaqillya | Manger in Star Center

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Mr. Hasan Ah med | Manager in A l Dar e Restaurant

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