

PERSONAL INFORMATION

Israa El-Ghazali

 Tal El Hawa, 00970 Gaza (Autonomous Palestinian Territories)

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WORK EXPERIENCE

02/08/2015–02/11/2015

Field coordinator

Arab Center for Agriculture Development

- Prepare workshops and conferences.
- Write weekly and monthly reports.
- Coordinate field work with local representatives/community members.
- Prepare all materials in advance to be used in fieldwork.
- Review all data collection forms for consistency and completeness.
- Supervise data entry.

01/06/2016–30/09/2016

Translator

Arab Center for Translation & Technology

- Translate news.
- Translate reports and articles from English to Arabic and vice versa.
- Administrative and technical supervision and follow up of the Arab Center programs.
- Perform any other tasks as requested by the Executive Manager.

01/10/2016–23/12/2016

Public Relation Assistant

Union Of Health Committees (UHC)

- Writing and producing presentations and press releases.
- Dealing with enquiries from the public, the press, and related organizations.
- Organizing promotional events such as press conferences, open days, exhibitions, tours and visits.
- Commissioning or undertaking relevant market research
- Designing, writing and/or producing presentations, press releases, articles, leaflets, reports (A&E), publicity brochures, information for web sites and promotional videos.

24/12/2016–2019/08/08

Administrative assistant

Talal Mortaja Co. for Electrical Appliances

- Receive all incoming calls, Messages and mails.
- Handle inquiries from the public.
- Redirect calls as needed and distribute mails.
- Prepare reports.
- Assist in the preparation of the scheduling interviews and recruitment process.
- Conduct costume care services.
- Communicate with foreign companies to import goods.
- Translate documents or discussions from English into Arabic and from Arabic into English.
- Perform tasks related to personnel affairs such as attendance, departure and attachments.
- Compliance with the internal regulations and regulations of the company.
- Implementing the Direct Manager's instructions.
- Prepare the monthly salary database and the income tax.

01/10/2019–2020/03/30

Flight booking officer

Sofian Al-Zebda Co. for Tourism & Travelling

- Calculate expenses and write and sell tickets to the passengers.
- Help passengers by answering questions on travel arrangements.
- Help passengers to plan for their trips.
- Help to make and confirm reservations.
- Make accurate bookings for customers.
- Provide good customer service.
- Re-book tickets and other arrangements.

01/06/2020–2020/12/25

Administrative assistant**Edian Co. for Customs Clearance**

- Scanning, filing and photocopying documents and entry packets.
- Maintaining and organizing the paper files.
- Daily Mail and US Customs couriating.
- Verify discrepancies and performing minor updates on electronic files.
- Various client billing functions as assigned by supervisor.
- Office supply ordering and inventory.

EDUCATION AND TRAINING

01/10/2010–17/06/2014

Bachelor English Language

Al Aqasa University, Gaza (Autonomous Palestinian Territories)

01/06/2012–01/07/2012

(ICDL) International Computer Driving

GOLDEN Tech Co., Gaza (Autonomous Palestinian Territories)

01/07/2013–01/08/2013

Social Media

Amideast

01/11/2014–10/01/2015

Virtual jobs

Palestine Education for Employment, Gaza (Autonomous Palestinian Territories)

01/06/2015–15/07/2015

Capacity Building

Women Affairs Center, Gaza (Autonomous Palestinian Territories)

01/06/2016–30/06/2016

Translation skills

Arab Center for Translation and Technology, Gaza (Autonomous Palestinian Territories)

01/07/2016–31/07/2016

Interpretation

Arab Center for Translation and Technology, Gaza (Autonomous Palestinian Territories)

PERSONAL SKILLS**Mother tongue(s)**

Arabic

Foreign language(s)

English

UNDERSTANDING		SPEAKING		WRITING
Listening	Reading	Spoken interaction	Spoken production	
C1	C1	C1	C1	C1

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

Communication skills

- Good Communicationskills.
- The ability to work with a team.
- The ability to build good work relations and environment.

Organisational / managerial skills

- Good organizational skills (recordation & registration, listing & scheduling, charts).

Job-related skills

- Deep knowledge with translation and administration.
- Excellent use of Microsoft Package (MS. Word, MS. Excel, MS. PowerPoint).
- Good writable and verbalskills.
- Good knowledge of office daily works (PC-- photocopier-Fax-cam- printer).
- The ability to work under the stress of work, time and place with high quality.
- Good knowledge of preparation and presentation of researches and reports.
- Flexible, pro-active andself-motivated.
- Good use of Internet&Email.