

PERSONAL INFORMATION

Doaa Al-Najar



Almashtal st., Gaza (Autonomous Palestinian Territories)



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00970566932199

Sex Female | Date of birth 05/10/1992 | Nationality Palestinian
(Autonomous Palestinian Territories)

WORK EXPERIENCE

Volunteerism

- Volunteer in a local newspapers for 18 months
- Volunteer as executive secretary for 3 months
- Upgrade Functional as executive director volunteer for 3 months

1/01/2011–30/12/2013

Public relations department manager

Gaza (Autonomous Palestinian Territories)

- 3 years of experience in public relations & editorial journalism field
- Freelance online Translator

2012–Present

SALES

2014–Present

- 7 Years of experience in various sales field inside and outside the country such as the Arab Republic of Egypt (Hair and Skincare products - Pharmaceutic & Cosmeceutic, Accessories, outfits and more)

EDUCATION AND TRAINING

08/11/2014–10/11/2014

- Certificate of participation in a training course in journalism terminologies in English

26/08/2013–28/08/2013

- Certificate of participation in a training workshop in computer/internet for journalism & technical terms

02/10/2011–16/06/2013

Certificate of Journalism & Public Relations

College Of Alazhar University For Intermediate Studies, Gaza (Autonomous Palestinian Territories)

13/05/2013

- Certificate of Public Relations course

2010–2011

Certificate of General Secondary Education Examination

Private study / Scientific stream

PERSONAL SKILLS

Mother tongue(s) Arabic

Other language(s)	UNDERSTANDING	SPEAKING	WRITING
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	Listening	Reading	Spoken interaction	Spoken production	
English	B2	B2	B1	B2	B1

Certificate Of Achievement In Level 12 At AmidEast English Training Center
 Certificate Of Achievement In Advanced Conversation Course At The Academic Institute For Educational Services
 Certificate Of Achievement In Journalism Terminologies In English At Press House In Palestine

Hebrew	A1	A2	A1	A1	A2
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Certificate of Achievement In Hebrew Language At Sada Media Information Technology Center
 Certificate Of Achievement In Conversation & Writing In Hebrew At The Journalist Martyr Ala'a Mortaja Center For Training and Development
 Certificate Of Achievement In Hebrew Language Level1 At Gaza Community College For Tourism And Applied Studies

*Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user

- Communication skills**
- good communication skills gained through my experience as translator for foreign agencies
 - good contact skills with business men through my work experience as public relations employee
 - good teamwork skills gained through my experience in different fields

- Organizational managerial skills**
- membership in Future Palestine group in cooperation with United Nation Development Programme UNDP
 - good organisational skills gained as youth activist with children in war of Gaza 2014

- Computer skills**
- Microsoft Office (Word,Exel,Powerpoint)
 - Adobe Photoshop
 - Other Media Programs

Training Courses

- Adobe Photoshop 30 Hrs.(2/9/2013)
- Adobe Photoshop 30 Hrs.(1/4/2014 to 30/5/2014)
- Public Relation 20 Hrs.(13/5/2013)
- Hebrew Language level1 40 Hrs.(29/9/2014 to 3/12/2014)
- Conversation and Writing in Hebrew 40 Hrs.(2/9/2012 to 15/9/2012)
- ICDL 72 Hrs.(10/5/2010 to 25/6/2010)
- English Conversation 24 Hrs.(5/9/2012 to 9/10/2012)
- Computer/Internet for Journalism and Technical terms 15 Hrs.(26/8/2013 to 28/8/2013)
- Human Rights and Social media workshop 15 Hrs.(12/11/2014 to 13/11/2014)
- Complete Amid East level12 28Hrs.(2/2/2014 to 6/3/2014)
- Journalism Terminologies in English 15 Hrs.(8/11/2014 to 10/11/2014)

Digital competence

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Independent user	Independent user	Basic user	Independent user	Basic user

References

- Hasen Jaber
(Editor at Al-Ayam newspaper and Manager of Nation Voice Broadcast) Mob./(+972)599202110
- Fahmi Kanaan
(Spokesman of Almahd Church deportees)
Mob./(+201)094214460
- Ali Barghout
(Doctor of Media and Public Relations at Al-Aqsa University)
Mob./(+972)598885627
- Akram Albyari
(Lecturer of Press and Public Relations at Al-Azhar University)
Mob./(+972)599619111