

Wasim Alfarra



Contact

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Languages

Arabic-Native Language

English-Writing and
Conversation

Summary

Experienced administrative assistant with training in a wide range of office administration tasks. Able to work under pressure and collaborate with a team. Successful record of fielding phone calls, providing information to clients and acting as liaison between departments.

Skill Highlights

- Microsoft Word, Excel, Outlook, PowerPoint, SharePoint
- Strong decision maker
- Inventory and supply management
- Flexibility and efficiency
- Inventory and supply management
- Organization and planning

Experience

Technical Support- 02/2021 to 07/2021

Gaza Electricity Distribution Corporation, Gaza.

Working as a technical support employee in the company's information center.

Tasks assigned to me varied from receiving citizens' calls, dealing with malfunction signals, entering data and making a periodic report.

The work also included the electrical engineering aspect of knowing the different types of meters, ways of dealing with them and programming system.

Soft Skills Trainer-08/2020

Social Development Forum, Gaza.

Worked as a soft skills trainer for 7 days which is the duration of the training program.

I trained my fellow youths in the concept of effective communication, creative thinking, acceptance of difference and problem-solving skills to improve our lives.

Education

Bachelor of Economics and Administrative Sciences: **Business Administration** - 2020

Islamic University of Gaza, Palestine

Certifications

- How to influence in social media: **Al Jazeera Media Institute.**
- Professional trainers preparation course -TOT: **Social Development Forum-SDF.**
- Advanced skills in Microsoft Office: **Deanship of Scientific Research and Graduate Studies - The Islamic University of Gaza.**
- Advanced skills in writing master and doctoral proposals: **Deanship of Scientific Research and Graduate Studies - The Islamic University of Gaza.**
- Computer Basics: **SPECTO-Measuring ICT skills.**