

CURRICULUM VITAE

Personal information

Name :	Eman Nasser Helmy El Masri
Address :	Al_sheikh radwan, Gaza Strip.
Mobil :	0595203673
E-mail:	lovefor_ever1985@hotmail.com
Marital status :	married
Sex :	female
Date & Place of birth :	second of April. 1990 , Gaza .
Nationality :	Palestinian .

Education

Dates (2008 – 2012)	
Name of university	Islamic university of Gaza.
Degree	Bachelor degree in Business administration(in English).
Grade	good

Employment and Experience / Main activities and responsibilities

Dates (01/09/2012 –1/1/2013)work asalesperson in Ahalena insituation for advertising.
Dates(01/10/2016_30/08/2018)working telesales at paltel.

Personal skills

- Excellent knowledge of computer systems and software: MS Windows (all editions and MS Office) ,
- Very good in Typing in both English and Arabic language
- Good command in reporting and office managment.
- Good experience in dealing with indicative cases in psychological and educational field at all ages.
- reporting skill and saving data.

Courses

- Training course In project coordinator (24hour)
- Banking training course(90 hour)

Personal Qualities

- Ability to work under pressure and as team work .
- Ability to take the best decision quickly and solve problems
- Effective Communicator and initiator.
- Respect job's rules , regulations and instructions
- Ability to prepare an action and job plan in advance .
- Ability to use the different types of communication efficiently and Effectively.
- Ability to work under call and on time.
- Ability of leading , connecting and communicating.
- Ability to deal with administrative matters , office and writing reports.

languages

Good command in English and Arabic languages writing ,speaking and understanding .

References

- ❖ Manal skik (system supervisors at pallet company)0592220424
- ❖ Fatma Soboh (teacher in university college of science applied) 059966018