



Ali R. A. Alshawwa
Administrative Assistant

An ambitious person. I would like to join a company that has a modern financial, administrative and marketing system through which I can achieve the goals of the company and my own goals.

Contact Info

	0597066393
	ali.r.alshawa@gmail.com
	https://www.facebook.com/ali.a...
	Male
	20-08-1996
	Single
	Gaza
	Palestinian Territories
	Palestinian Territory, Occupied

Skills

ICDL	Very Good
working within a team a...	Very Good

Languages

Arabic	Native
English	Good

Links

facebook	ali.alshawa.56
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Experience

04/2014	-	01/2018
Jawwal Company	company	Department Buzz Team
Activating mobile lines - making agreements between Jawwal Company and other Companies - marketing and managing events		
11/2019	-	10/2020
Elite Smile Dental Center	Administrative Assistant	
Carry out all the administrative tasks required, including: receiving customers - answering calls - following up on customers - setting appointments using a special system - financial accounts of the center		

Education

05/2017	
Gaza University - Palestine	Secretary
Average of 71.7 %	

Courses

05/2015	
Effective team Building Workshop	Career
02/2015	
Ana Jawwal Program	Jawwal company

References

ali.r.alshawa@gmail.com	-	0599000978
Husam Aljarosha		
staff Manager - Jawwal Company		
ali.r.alshawa@gmail.com	-	0599709695
Dr. Ibrahim Abu Rahma		
Lecturer		