

Wafa'a Kamal Nijim

Nuseirat, Middle area, Gaza Strip, Palestine

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I am a self-motivated, hardworking and diligent individual with determination to succeed in a working environment. I have a great ability to add a positive influence within teams, and I can lead with direction and enthusiasm. Additionally, I possess a creative initiative allowing me to be proactive when working on my own. I adhere to deadline and work well under pressure. I am versatile and can adapt to any environment. I have a big personality and a big desire to be an asset to any team.

Education

2011 – 2015

**Al-Azhar University,
Palestine**

Bachelor degree in English from the
Faculty of Arts and Human Sciences.

Cumulative average
75% (rating V Good)

2009 – 2010

**Ibad Ur-Rahman Exemplary
School**

Certificate of General Secondary
Education Examination / Scientific Stream

Cumulative average
68 %

Job Experiences

August 2017 – May 2018

Administrative Assistant at INTER MEDICO for Medical supplies & General Trading

- Reply to email, telephone, perform data entry and scan documents.
- Photocopy, print out documents, filing, typing and copying.
- Organize and schedule meetings and appointments.
- Preparing documents for meetings and workshops.

May 2016 – July 2017

Medical Secretary - Dr. Khairy Abu Shaaban Clinic

- Welcome patients to our office and take their names and appointment times.
- Schedule follow-up appointments as required.
- Discharge patients in office.

- Save results of laboratory tests and update patient's files.
- Maintain office equipment and maintaining office supplies.
- Maintain patient confidence by keeping information confidential.

August 2015 – March 2016

Administrative Assistant - Hong Kong Gazal Company

- Organize and schedule meetings and appointments.
- Maintain contact lists.
- Order office supplies.
- Organize travel arrangements for manager.
- Cover the reception desk when required.
- Maintain computer and manual filing systems.
- Submit and reconcile expense reports.
- Provide information for customers by answering questions and requests.
- Carry out administrative duties such as filing, typing, copying, binding, scanning, answering phone calls, and writing letters and emails.

April 2014 - April 2015

Sales Representative - Aden - Pharmaceutical & Medical Supplies company

- Work with ophthalmologists on marketing and selling contact lenses.
- Work with pharmacies and stores on marketing and selling women's health products.
- Keeping up-to-date on current market changes and trends.
- Provides pamphlets and other written material to encourage consumers to purchase products.
- Achieve agreed upon sales targets and outcomes within schedule.
- Maintaining client records.
- Preparing weekly and monthly reports.
- Supply management with reports on customer needs, problems, interests, competitive activities, and potential for new products and services.

Skills & Competencies

- Excellent writing skills in both Arabic and English
- Ability to develop good relationships with clients and co-workers.
- Excellent Presentation skills with the ability to capture and influence audience.
- Highly developed verbal and written communication skills.
- Proven ability to work under pressure & within tight deadlines.
- Logical thinker able to prioritise heavy workload.
- Exceptional time management, organisational and project management skills.
- Computer literate and confident using a variety of different software programmes such as Microsoft Office, Adobe, in addition to typing skills.
- Photo-taking skills.
- Ready to listen to people, open-minded and strong humanitarian motivation.

Professional Trainings

- 2015/12/01 – 2015/12/31: IELTS preparation course at Oxford English Centre (40 hours)
- 2010/10/21 – 2010/12/05: English Course at AMIDEAST
- 2010/08/18 – 2010/08/19: Workshop about International Humanitarian Law (12 hours), at International Committee of the Red Cross.
- 2008/12/01 – 2009/10/30: Participating in activities for The Civil Peace & campaign of Peace & Dream. In The Palestinian Center for Democracy and Conflict Resolution / Panorama
- 2007/02/25 – 2008/03/27: Participating in activities about Sexual harassment. In Palestinian Development Forum.

References

Available upon request