

WASSIM O. M. OWDA
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EXPERIENCE

3/2015-12/2019

ADMIN ASSISTANT, (MAINLY AT Spring Center for Development WBG)

Tasks:

- Handling office tasks, such as filing, generating reports and presentations,
- setting up for meetings, and reordering supplies.
- Providing real-time scheduling support by booking appointments and preventing conflicts
- Using computers to generate reports, transcribe minutes from meetings, create presentations, and conduct research.
- Greet and assist visitors.
- Maintain polite and professional communication via phone, e-mail, and mail.

8/2014 - 3/2017

PRIVATE CLINIC FOR DR. MOHAMMAD ABDEL MOUNAEM

It was an evening Shift:

Tasks:

- Write reports to the manager (the owner of clinic)
- Archiving the files
- Records work activities
- Attend meetings, and workshops
- Doing other activities related to the work

4/2011-3/2014

Admin Assistant, The Agricultural Development Association (PARC)

Tasks:

- Maintain and organize filing system for the Procurement and Stock Department.
- Prepare purchase orders
- Update procurement database and vendor price list
- Keep vendor information current
- Search for pricing and contact information of vendors
- Maintain correspondence with vendors
- Other duties may be assigned

2009/9 – 2010/9

LOGISTIC ASSISTANT\ACCOUNTANT, AL SAMAK RESTAURANT Tasks:

- Follow up all payments of restaurants.
- Maintain invoices files of clients.
- Follow up tax file of the restaurant with the ministry of finance
- Follow up all procurement procedures of the restaurant.
- Coordinate with NGOs for reserving training hall for NGOs training and provide logistic support for NGOs.

EDUCATION CLASS OF 2015

BACHELOR OF BUSINESS ADMINISTRATION, GAZA UNIVERSITY

CLASS OF 2010

DIPLOMA OF OFFICE MANAGEMENT, AL-AZHAR

UNIVERSITY - GAZA Knowledge and skills for handling general responsibilities of an office for the effective management and administration of staff and management. Skilled in typing and data entry, maintenance of data, files and records, payrolls administration, office communication.

SKILLS

- | | |
|------------------------|------------------------------|
| • Driving license | • Microsoft Package |
| • Business Development | • Sales Management |
| • Public Relation | • Marketing |
| • Customer care | • Strong presentation skills |

ACTIVITIES

- Organize graduation ceremony at Gaza University for the senior level in 2015;
- Volunteer for community service as care of elder, children, women and etc.; and
- Train adults on office management.

REFERENCE

Upon request