

Curriculum Vitae



Summary

Specialist in management, business and human resources. Experienced in all stages of project management and secretarial and specialized in the customer service department. I have a lot of experience in a computer driving license (ICDL) as well as working in a team and under pressure. As well as managing companies and their websites and pages on the Internet. I have a strong background in client relationships, customer service and how to develop customer service for a successful company. A background in technology, management and business information systems (MIS)

Personal information

Name: wafaa imad abu dghaim

Date of Birth: 1- 9 -1999

Nationality: Palestinian

Contact

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Palestine.

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Languages

- Arabic 100%
- English 100%

Skill Highlights

- Project management.
- Strong decision maker.
- Complex problem solver.
- work under pressure efficiently.
- Business and meetings coordination.
- Write the correspondence.
- Writing articles and content
- Service-focused.
- Communication skills.
- Customer service.
- English Language advanced.
- ICDL advanced.
- Typing advanced.
- Entrepreneurship (Leading business).
- work with a team professionally.
- High teaching skills

Experience

- ✚ Training and working at Jawwal Company. in Human resources department (HR) for 140 Hours.
- ✚ Working at MG Company. In management and secretary for 214 Hours.
- ✚ Working in Tafesh travel and tourism company, manager of customer service department.
- ✚ A teacher for primary and middle school students in Saudi Arabia (online)
- ✚ Giving Arabic language lectures to students of Jeddah University in Saudi Arabia (online)

Education

Graduate from **Gaza Training College – GTC– UNRWA–** in **Business and Office Practice** (English Commerce).

Certifications and Courses

- 1) ICDL International Computer Driving License
- 2) Soft Skills - Life Skills
- 3) English language advanced
- 4) First Aid
- 5) My path to professional
- 6) Online Marketing Basics
- 7) Time management
- 8) Six success factors
- 9) Managing and organizing time and controlling pressure
- 10) Principles of scientific research
- 11) Interactive Media Research
- 12) High teaching skills

