

ASEEL ELFARRA

Administrative Assistant



CAREER OBJECTIVE

Emotionally intelligent and computer-savvy Administrative Assistant with a Bachelor's degree in Business Administration that has strong interpersonal skills and a lifelong focus on supporting others and helping them shine. Worked with numerous departments, including finance and human resources, which allows me to facilitate an efficient workflow and improve communications between multiple departments.



EDUCATION

BACHELOR'S DEGREE / BUSINESS ADMINISTRATION IN ENGLISH
AL AZHAR UNIVERSITY, GAZA, PALESTINE. 2015 - 2019



EXPERIENCE

PROCUREMENT AND ADMINISTRATIVE ASSISTANT

PURE COMPANY (JIAN), GAZA, PALESTINE / MARCH 2020 – JUNE 2021

- Provided inputs to the implementation of procurement management policies and strategies on cost-saving and reduction.
- Trained new administrative assistants during a period of company expansion to ensure attention to detail and adherence to company policy.
- Worked with the HR department to facilitate recruitment drives, including setting up and running a booth at local career fairs.
- Produced reports, presentations, flyers, spreadsheets, graphs, diagrams, and illustrations.
- Analyzed related data and perform analysis to assist decision making in suppliers and prices.

ADMINISTRATIVE ASSISTANT

NATUF ORGANISATION , GAZA, PALESTINE / MAY 2019 – FEBRUARY 2020

- Type documents such as correspondence, drafts, memos, and emails, and prepared 3 reports weekly for management
 - Opened, sorted, and distributed incoming messages and correspondence.
 - Purchased and maintained office supply inventories, and always careful to adhere to budgeting practices.
 - Greeted visitors and determined to whom and when they could speak with specific individuals.
- Participated in implement three projects efficiently



CONTACT

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Palestine, Gaza, Tal ElHawwa



SOFT SKILLS

Flexibility and efficiency
Collaboration
Verbal & written
communication
Time management
Problem Solving
Organization and planning
Customer service



HARD SKILLS

Microsoft Office
Database management
Inventory and supply
management
Business Knowledge
Editing and Proofreading
Accurate data entry
Billing and record-keeping



INTERNSHIP

SECRETARY

EDIAN COMPANY FOR IMPORT & EXPORT AND CUSTOMS CLEARANCE.
GAZA, PALESTINE.

ADMINISTRATION / PROCUREMENTS AND ADMINISTRATIVE AFFAIRS DEPARTMENT

JAWWAL COMPANY. GAZA, PALESTINE.



VOLUNTEER EXPERIENCE

VOLUNTEERED AT FAJER ASSOCIATION, GAZA, PALESINE

VOLUNTEERED AT KUWAIT CAREER CENTER, GAZA, PALESINE

HAVE A MEMBERSHIP IN AMNESTY INTERNATIONAL



CERTIFICATES

PROJECT MANAGEMENT IN ENGLISH, GAZA, PALESTINE

AL-AZHAR COLLEGE OF INTERMEDIATE STUDIES.

ACCOUNTING SOFTWARE GOLDEN ASSEAL, GAZA, PALESTINE

AL-KHATEEB GROUP FOR TRAINING & DEVELOPMENT

INTERNATIONAL ENGLISH LANGUAGE TESTING SYSTEM – IELTS,

BRITISH COUNCIL



ONLINE COURSES

MARKETING

GRAPHIC DESIGN

HUMAN RESOURCES MANAGEMENT

LEADERSHIP SKILLS

PROJECT MANAGEMENT

BUSINESS ANALYSIS



LANGUAGES

Arabic: Native

English: Advanced -IELTS

Turkish: Intermediate

Spanish: Beginner