

	CV	Gaza – Palestine
Tel : 082847089	Name : Doaa Mohammed Ateya AlKord	Mobile : +972599095500

Personal Information	Date of Birth :	1985/02/12	
	Birth Place :	Palestine	
	ID number :	800894271	
	Specialization:	Computer Engineer	
	University :	IUG - Gaza	

Education	Secondary certificate 2003 – Palestine , Gaza	GPA : Excellent
	Computer Engineering 2009 – IUG , Palestine , Gaza	GPA : V.G

Languages	Arabic : Native	English : Very Good
MemberShip	Engineers Association - Gaza	

Training Courses	• ICDL (Microsoft Word , Excel , PowerPoint , Access) .
	• Web Pages Design
	• First Aid Course
	• Professionals rehabilitation to provide personal care course
	• English Language Course .

Skills

- Preparing employees in / out reports .
- Preparing monthly and annually reports
- Preparing monthly and annually meetings reports .
- Preparing and keeping income reports .
- Coordinate meetings .
- Communicating with associations skills .
- Workshops coordination.
- Archiving reports and data.
- Excel skills .
- PowerPoint presentations.
- Coordinating festivals
- Preparing worksheets
- Data entry skills .
- Office 2010 .
- Admin pages .
- Excellent using Internet Webpages.
- English Skills (reading , Writing)
- Work under pressure.
- Work with Group if needed.
- Web Pages Design Skills .
- Computer networks .
- Computer maintenance.
- Work in office and in field as well.
- Researches preparing .

Experience	• Computer maintenance and networks (UNRWA 2019)
	• Project coordinator(khadamat altofola 2015)*31mMonths • Administration Coordinator (Mental & Body center 2014) * 15 Months
	• Computer programmer (Intel Ports Company 2011) * 36 Months
	• Data Entry & Clerk (UNRWA 2010) * 6 Months
	• Computer Programmer (Intel Ports Company 2009) * 3 Months
	• Computer Programming Trainee (Rawad Company 2008) * 3 Months

Identifiers	Ramadan Said AlHelou (0599712309)
	Issam Hilles (0599407801)
	Mohammed Alrofati (0599412370)