

EMAN ASHOUR

Summary

Professional Administrative Assistant with experience in business administration. Professional in accounting and using computer software. I always strive to achieve goals and complete tasks with a high level of accuracy.

Contact

Address:

Salah El-Din St., Gaza, Palestine

Phone:

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Email:

Emanyehiaash2000@gmail.com

Languages

Arabic (Excellent)

English (Good)

Software Programs

- Excel.
- Access.
- PowerPoint.
- Word.
- Al Aseel.
- MS. Project.

Skill Highlights

- Data Entry/Data Processing
- work under pressure
- Communication skills
- Ability in working with Teams
- Typing 40 wpm
- Computer skills
- Adminstrative skills
- Using Computer program

Experience

Auditor – 2019/12 to 2020/01

Talal Abu Ghazaleh company

Key Duties:

- Reviewing the audit files.
- Reviewing the working Paper files.
- Reviewing financial report of small, medium and large NGOs.
- Checking the financial statements.
- Calculate the financial Statements.

Secretary 2020/7 to 2020/8

AL-AMAL INSTITUTE FOR ORPHANS (Rosol)

Key Duties:

- Data Entry.
- Arrange Files.
- Print Files and Paper.
- Using Scanner.
- Put paper in envelopes.
- Review files.

Education

2018-09 to 2020-06.

Diploma of Business and office management, Khan Younis Training College. (84.2%)

2018-07

High school certification, Atta El Shewa Secondary school. (85.3%)

Reference:

Mr. Kamel Z. Al-Nazer, Tala Abu Ghazali Company.

Phone: 0595444930.

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Ms. Abeer Al-abyed,

Business and Office Management Instructor, Khan Younis Training College.

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