

Resume

Haya H. El-Uwaini

B.A of Business Administration

PERSONAL INFORMATION

📍 Al-Rimal, Al-Rashid ST. Gaza, Palestine

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Date of birth 20/2/1992 | Nationality Palestinian

EDUCATION

Faculty of Administrative Science	Al-Azhar University - Gaza	2017	Bachelor of Business Administration
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WORK EXPERIENCE

June 2021

ANERA

Field Observer – Project of Distributing meals to the war-affected families

- Conduct field visits to ensure the health and safety standards of meals, check the number of meals and ensure that meals are delivered to the concerned persons
- Oversees and monitor the distribution process
- Prepare daily reports

2020 - 2021

British International School- Gaza

Admin Assistant

- Follow up the staff records: (Attendance sheets, assessment records; etc.)
- Coordinate the schedules, classes, exams and other school activities
- Answers phone calls, schedules meetings and supports visitors
- Carries out administrative duties such as filing, typing, copying, binding, scanning etc.

2020

British Academy of Languages - Gaza

Training Coordinator

- Coordinate with Trainers and Trainees
- Arranging the dates and schedules of courses
- Design, prepare and order educational aids and materials

2019

Tamer Foundation for Community Education

Community Activist

2018-2019

- Coordinate and organize workshops on reading for children in libraries and schools project

Gaza Community Mental Health Programme- GCMHP

Admin Assistant – Procurement Department

- Follow up the exports and imports of the GCMHP projects and activities,
- Contribute to preparing purchasing requests and orders
- Follow up vendors, price offers, and invoices
- Carries out administrative duties such as archiving, filing, typing, copying, binding, scanning etc

TRAINING

	Training of Trainers – ToT course	Women’s Affairs Center
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SKILLS

- Computer Skills
- Dealing effectively with MS Office: Word, Excel, Power point, outlook
 - Dealing effectively with Social media platforms: Facebook, Twitter and Instagram
 - Good dealing with Photoshop and InDesign

- Other Skills
- Communication Skills
 - Team Work skills
 - Working under pressure
 - Strict to deadlines

LANGUAGES

Arabic: Mother Language

English: Very good in Reading, Writing and Listening

REFEREES

Will be available upon request