



Abdaljaber Hilles

Financial Administrative Assistant.

Personal Info

Address

Gaza

Palestine

Phone

+972599470547

E-mail

abdhilles@gmail.com

Date of birth

1991-03-11

LinkedIn

www.linkedin.com/in/abdhilles

Skills

Microsoft Office (Word, Excel,

Outlook, PowerPoint).

Communication (written and verbal).

Customer service , Public relation

Management and leadership.

Office Administration

Client Relations

Exceptional time management and problem-solving

Multi-line Phone System.

Internal & external audits

Summary

Administrative Assistant with 3 years of experience. Providing administrative and clerical support (mailing, scanning, faxing, copying, filing). Scheduling and coordinating meetings, appointments, and travel arrangements for other professionals.

Performed diversified business financial administrative duties.

Performed Data Entry tasks and created reports. Managed financial database for accuracy of records and finances

Education

Al Azhar University, Business Administration MBA , Master degree 2019 (currently).

Al Azhar University, Business Administration, Bachelor degree 2010-2014.

Bachelor Degree - Business Administration at Al Azhar University - Gaza .
With a cumulative average of 78.01%

Experience

✓ Administrative Assistant

Al Deira Hotel - 2016

Coordinating between professionals and departments.

Maintaining electronic and/or hard copy filing

Providing administrative and clerical support (mailing, scanning, faxing, copying, filing)

Answering phone calls and taking messages system.

✓ **Auditor**

Al Deira Hotel, Administrative and financial Department .2018

Checking in guests and handling their overnight requests.

Handling end-of-day bookkeeping, auditing and account reconciliation

Respond to guest complaints, requests and emergencies.

Balance the cash drawer and log receipts.

Investigate and resolve out-of-balance accounts.

✓ **Financial Administrative Assistant**

Al Deira Hotel, Administrative and financial Department. 2017

Performed diversified business financial administrative duties.

Managed financial database for accuracy of records and finances.

Kept all files updated and in order.

Performed Data Entry tasks and created reports.

Created presentation using Microsoft Power Point.

Followed up and corresponded with clients.

Courses

SPSS

Job Qualification Program

Excel Advanced

Al Aseel Program for Accounting and Administration.

ICDL

Languages

English Language.

Arabic Language (Mother tongue).