

Career Objective:

I seek to develop my career in the field of accounts in a company
A pioneer so that I can contribute my experience and competence
to the advancement of the company And developing it, improving
work performance, and using it in self-development



Personal Information	
Name:	Eman fareed Mohammed Elkhateeb
Age:	23
Nationality:	Palestinian
Date of Birth:	30/6/1997
Place of Birth:	Rafah
Marital status:	Single
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Education/certificates					
Qualification /certificates	Date	Grade Average	University	Faculty	Major
Bachelor degree	(2015/2019)	(76%) good	Al-Azhar University	<i>Faculty of Economics and Administrative sciences</i>	Accounting
Qualification /certificates	Date	Grade Average	school		
High school	(2014/2015)	(80%) Very good	Jerusalem High School		

volunteer activities/Training			
The company name		Description	Date
1	Jawwal	Training in the Senior customers section of the collection section at Al-Gallaa Exhibition	March-2019 April -2019
2	paltel	University training at Paltel Company, Sales Department	December- 2018
3	Rafah Municipality	Training in the Financial Management Department and subscribers care section	March-2020 May-2020
4	Electricity Distribution corporation LTD	Training in the Financial Management Department	June -2020
5	public Relations Department -save the children Foundation	-media coverage of systematic and non- systematic activities in the organization. -writing editing and publishing news via the organizations social networks	October-2017 Dcember-2017
6	public Relations Department Al azhar University	-participation in the reception of foreign delegations -participate in the arrangement of conferences implemented at the university	February- 2017
7	Rafah Youth Sports Club	Accounting Department - Fund Secretariat, reporting and auditing	May- 2018

Courses Name
I took a tax accounting courses, with a total of (12) training hours
I got the Al-Aseel training course, , with a total of (24) training hours
She holds a computer driving license course license ICDL
I possess a driver's license
I got the advanced Excel course, with a total of (24) training hours
I had a training of trainers course TOT

Language skills			
Language	Speaking Level	Writing Level	Reading Level
Arabic Language	Excellent	Excellent	Excellent
English Language	Very good	Very good	Very good

Other Skills		
1-	Computer Skills	-Excellent knowledge of MS office : word, PowerPoint, Excel. -Excellent Internet research skill -Proficiency in using computers
2-	Leadership skills	-Effective communication with people -Ability to work independently and within a team -Dealing with and overcoming difficult situations and sticking to deadlines. -The ability to persuade, drive and perform under pressure - The ability to manage time efficiently -I have the ability to analyze, communicate and prepare reports. -The skill of communication, dialogue, giving, otherwise positivity, optimism, relationship-making, integrity and self-confidence.