

Curriculum Vitae

Personal Information:

Name : Alaa Ramadan ALzaharna

Date Of Birth :28 April 1987

Place Of Birth :Saudi Arabia

Marital Status :Single

Nationality :Palestinian

Address: Palestine-Gaza Strip.

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Objective:

To pursue a growth oriented career in a reputable organization with effective team culture, which respects professionalism and encourages creativity based on persons hard work & dedication.

EDUCATION:

- ❖ Bachelor degree of business administration from Al-Azhar University "GAZA" 2004-2009
General average 85% and accumulative average 79.71%.
- ❖ High school certificate. 2003-2004

Experience:

- ❖ Worked at IOCC Organization as a Data Entry in Health Nutrition Project. **2020**
- ❖ Worked at PalBox-Gaza as a Teller and Salesperson. **2018-2019**
- ❖ I worked at Empowering Energy Contracting Company in Saudi Arabia as an administrative accountant in the financial management department. **2014-2017**
- ❖ I worked at Palestinian Telecommunication Company. (PALTEL) in the fields of Telesales Admin, Data Entry, Administrative Supervisor, Training, Quality Officer, and Customer Retention Unit. **2010-2012**
- ❖ I worked at advanced communication & electronics Systems Company in Saudi Arabia. (ACES) as a Human Resources Officer. **2009-2010**

Courses:

I have successfully completed two courses in:

- ❖ TOT.
- ❖ ICDL: Microsoft windows, word, Excel, PowerPoint, internet and email.

Language:

- ❖ Arabic (Native language).
- ❖ English.

Interest and activities:

- ❖ Develop my background in management.
- ❖ Sport: Football, Volleyball, Swimming.

Personal:

Have a good sense for solving problems, able to adapt to various working sittings, excellent communication skills with customers have a good response with team work, self reliant and capable of independent communicative with people from wide range of backgrounds , excellent listening skills.

References:

1. **NAME:** Samah Alrozi **profession:** Project Manager **Mobile:** 0599861402

2. **NAME:** Mohammed Nofal **profession:** Supervisor **Mobile:** 0592220190

3. **NAME:** Mohammed Abu Wardah **profession:** Showroom Manager **Mobile:** 0568561398