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Personal Information: –

Name: OMAR AUNI HUSSIN ALOMARI
ID NUMBER: 804677748
Date of Birth: 30/1/1994
Nationality: Palestinian
Social Status: SINGLE
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Qualification: –

2015 Comprehensive certificate from the Ministry of Education and Higher Education with good grade

2014 Diploma in management and office automation (trustees) a good estimate

2011 Public / Jules School for Boys Secondary School Certificate at a rate of 59.9 %

Training Courses: –

- A training course in social psychology session for 12 hours of Training.
- A course in calligraphy.
- ICDL Microsoft (word–Excel–power point– outlook) with vision plus
- Practical experiences
- The art of printing using a computer.
- Archived Files
- Professional Design Course at Vision Plus 50 hours

Skills:

- Personal and managerial skills
- Field Work skills
- Ability to work under pressure.
- Preparation of action plans and write formal and informal Management reporting skill.
- Communication skills and communicate with others.
- renewed training skills.
- job skills within a single team.
- ability to solve problems and resolve crises.

Computer skills

- proficiency in dealing with the Office package programs (Word – Excel – Power Point –Front Page).
- printing proficiency in Arabic.
- printing proficiency in English.

Languages

Arabic: Mother tongue (excellent reading, writing, conversation)

English: excellent (excellent read and write, very good conversation).

Hobbies: –

- reading
- computer and browsing online
- graphic art composition
- calligraphy and improve line
- Design

Experiences and the workplace:–

- 1– Supervisor in telemarketing department at Jawwal company for two years
- 2– Account angle at jawwal company for two years
- 3– Secretary at Vision Plus for 2.5 years

4 – Secretary for a period of 2 year in the hospital , Dr. Abdel Aziz
Rantisi Specialist for children.