

PERSONAL INFORMATION

Asmaa Anwer Ahmed Sultan

📍 24/7, Al.Transe St., Gaza, Palestine

☎ 08-2475049 📠 +972 059-4113639

✉ Asmaa2471994@gmail.com

Gender Female | Date of birth 24/07/1994 | Nationality Palestinian

WORK EXPERIENCE & TRAINING

- 12/10/2015 – 31/12/2019 Admin Assistant & Data Entry at Intermed Pal Company for medical equipment.
- 27/07/2014 – 27/11/2014 Secretary and Human resource officer at Essleem Brother Company.
- 25/05/2014 – 25/07/2014 Admin Assistant at at Gaza Office Field (UNRWA), Department Relief& Social Services Program.

EDUCATION

- 2014-2017 Bachelor Degree in Business Administration from AlQuds Open University Gaza-Palestine (average 95.8%).
- 2012-2014 Diploma in Business and Office Practice from Gaza Training / Community Centre Gaza-Palestine (average 86.66%).
- 2011-2012 Certificate in Secondary School Shadya Abu Ghazalah Secondary School Gaza – Palestine (average 95.8%).

PERSONAL SKILLS

- Arabic typing with speed more than 50 wpm and English with speed more than 40 wpm.
- Excellent at all the Microsoft office programs including (Word, PowerPoint, Excel, Access and Publisher).
- Writing Correspondences (English & Arabic).
- Prepare Report, Agenda and minutes of meeting.
- Ability to meet deadlines.
- Good attention to details.
- Good positive communication and interpersonal skills.
- Good skills in office Management.
- Ability to work under pressure.
- Establishing priorities and managing workload.
- Ability to work with a team.

Mother tongue(s) Arabic

	Listening	Reading	SPEAKING	WRITING
English	Very good	Excellent	Very good	Excellent

Job-related skills

- Data Entry
- Secretary
- Accounting

REFERENCES

- Mr. Sami Hassan– Technical Instructor at Gaza Training Center UNRWA (0599705686)
- Ms. Jamila Abou Mousa– Technical Instructor at Gaza Training Center UNRWA (0599705686)
- Eng. Isam Helmi Hammad – Regional Manager at Intermed-Pal for Medical Equipments (0597447774)
- Mr. Ahmed Ibraheem Shaheen – Coordinator at Intermed-Pal (0599325730)