

CV

Personal Details

Name: Mohammad Jihad alshrifi
Date of birth: September, 26th 2000
Place of birth: Gaza - strip
Gender: Male
Marital status: Single
Nationality: Palestinian
ID number: 406107243

Contact details

Home address: Al-Trance street, Jabalia Camp
Gaza - Strip, Palestine
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Career Objective

1. Distinguished candidate seeking to acquire a position where I can improve the workplace and facilitate its procedures.
2. Seeking a job where I can utilize my qualifications and skills to help prosper my future duty station.
3. Aspiring to attain a position where I can empower the workplace.
4. Enhancing the affectivity of the business environment and all its related processes.

Academic Qualification

University/college	From	To	Specialization	Average
GTC	2018	2020	Executive Secretary	75

Former education

Secondary/school	From	To	Average
Secondary school (literary)	2017	2018	82.6

Courses

1. Ministry of local Government, negotiating and leadership
2. GTC ICDL Communication skills online courses
3. Adobe illustrator & Photoshop

Other Skills

1. Mastering all MS applications.
2. Receiving visitors.
3. Handling phones properly.
4. Dealing with incoming and outgoing mails.
5. Mastering the skills of archiving and filing.
6. Working under pressure and in different shifts for extra hours.
7. Outstanding communication skills.
8. Thriving in team environment.
9. Punctuality , persistence and caring out tasks through to completion.

Language

- Excellent in both spoken and written languages (Arabic and English)

Other interests

1. I intend to peruse my educational in the mere future
2. Socializing with friends of different nationalities
3. Graphic design