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| **Curriculum Vitae** |

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| **PERSONAL INFORMATION:** |

**Name:** Islam Hani Mousa Alnawajha

[**Date of Birth**](http://jobsearch.about.com/od/cvadvice/qt/cv-date-of-birth.htm)**:** 07/10/1992
**Place of Birth:** Gaza
**Gender: female**

**Marital status**: Single

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| **CONTACT INFORMATION:** |

**Mobile No:** 0598964815
**Email:** Islamnawajha@hotmail.com

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| **QUALIFICATIONS:** |

2014-2016: Diploma in Business and Office Practice from KYTC-UNRWA with accumulative average 80%.

2013\_2014: Secondary School Certificate - Scientific Department from Al- Qadesia Secondary School with average 94%

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| **SKILLS:** |

* I do well in Arabic and English typing, I can type over 45 words in a minute.
* I joined AMIDEAST for 10 month so; I can speak English very well.
* I have excellent computer skills especially in office programs such as (Word, Excel, PowerPoint, Access, and Outlook).
* I have the ability to learn new programs easily to meet your needs.
* I have good communications skills, written and verbal.
* I can prepare excellent reports and meeting minutes.
* I have the ability to work under pressure.

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| **EXPERIENCE:** |

* I worked as a Data Entry Clerk at UNRWA (Relief and Social Services Department) for 2 years.
* I worked as a Volunteer at the Arabic College for Applied Science for 2 months.
* I worked as a Data Entry Clerk at UNRWA (Education Department) for a month.
* I worked as a translator at TRANSN Information Technology Co., LTD for 9 month.
* I worked as a translator at IYUNO Media Group for 1 year

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| **REFERENCES:** |

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| Name | Job Title | Mobile No. |
| Mohannad Abu Tahon | Admin Assistant at Jawal. | 0597213648 |
| Mahmoud El Zourabe | Manager of Human Resources at UNRWA | 0599500051 |
| Mohamed El Aga | Admin Assistant at UNRWA. | 0599678761 |