|  |
| --- |
| Motasem Jameel NaimAlRemal –Al Kenz StreetGaza, Palestine+970597-567457naimmotasem@gmail.com |
| **EDUCATION** | * Al-Azhar University - Gaza (Gaza Strip)

Bachelor degree in Accounting with Very good GPA.  Graduation Date ( October 2010).* Haiel Abdalhamed School, General Secondary Certificate (Tawjihy) (2005).
* I am Studying the Arabic Certified Public Accountant certificate (ACPA) .
 |
| **PROFESSIONAL EXPERIENCE** | * An Employee in Alashi Horizing Trading / Store Keeper Officer (April 2015 till September 2016).
* An Employee in Knights tomorrow Youth Society / Project Manager (January 2011 till December 2013).
* An Employee in Beit Hanoun Municipality / Store Keeper Management (August 2015 till January 2016).
* An Employee in Palestinian Promsing Generation Society / Accountant (January 2014 till December 2015).
* An Volunteer at 4shabab world organization / Coordinator (1 Jan 2011 till 30 Dec 2014).
* An Employee in Abu Olba Company for Travel and Tourism / Accountant (March 2013 till December 2013)
* An Employee in Tasawaq for E.commerce / Marketing and Sales Officer (August 2010 till August 2012).
* An Employee in Injaz Palestine / Trainer (Jan 2011 till December 2013).
* University summer training in Ministry of Finance specialized in accounting (September/2012).
* An Employee in Arab Experts for Auditing and Accounting / Accountant (June 2009 till December 2009).
* An Employee in Saed Sons for trade const. and cont.co LTD / Accountant (March 2008 till April 2009).
 |
| **TRAINNING COURSES** | * Elementary English training course.
* Using Social Media in Marketing
* ICDL.
* Managerial skills Course.
* The Golden Aseel from SMET
* Project Manager Course from Mercy Corps
* 8 levels in English from the ALC.
* Effective English-Based Reports Writing Skills
* English and Advocacy Training
* Diplomatic Relations from the UN
* Leadership skills
* Planning
* Photography
* Capacity Building
* Communications and Maintenance of Phones
 |
|  |  |
| **SKILLS** | COMPUTER SKILLS* Office Applications.
* Have the ability to type 40 words per minute/ Arabic- English and vice versa.
* SPSS
* The Golden Aseel
* Advanced Access

LANGUAGES* English, Very Good (Speaking, Reading, Writing).
* Arabic (Native Language).

OTHER SKILLS* Writing financial and administrative reports, proposals.
* Have the ability to work in a team and handle pressure.
* Field work and Relief
* Networking and Public Relations
* Finance and Fundraising
* Institutions and Companies Database

**To Whom It May Concern,** Dear Manager,I am responding to your advertisement in your Facebook Page on Feb 2, 2017 for a Immigrant . Please find my resume attached.I have Five years experience in Accounting , also I have been working for Finance for the past three years.Throughout my career, I have consistently achieved my budgets and shown continued success in Accounting. I enjoy the challenges in Sales and this continuously helps me to improve my skills, both independently and as a team member. I am very interested in range your company, and would be a valuable member of your Sales force.I hope to arrange an interview to discuss my qualifications. I am available to come in at any time that is convenient.Thank you for your consideration.Yours sincerely,Motasem Naim |