

Curriculum Vitae

Personal information

First name(s) / Surname(s) **Rima khaled S. AbuYassin**
Address(es) Al Nasser Street, Al karama towers , Gaza City
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Fax(es) -
E-mail rima.kh17@gmail.com
Nationality Palestinian
Date of birth 17th September 1993
Gender Female

Work experience

- **Civitas Institute - Gaza**
Dates September 2017 – February 20 2018
Occupation or position held Data entry
Main activities and responsibilities Analyzing Data and Data entry..
Type of business or sector Private

- **Al-Hams for training - Gaza**
Dates August 2016 – January 20 2017
Occupation or position held Teacher
Main activities and responsibilities English teacher for all classes .
Type of business or sector Private

Education and training

- **Middle east council of Churches Committee for Refugee Work Gaza Area**
Dates August 2018
Title of qualification awarded Diploma
Principal subjects/occupational skills covered Secretarial Work & Office Management

- **Islamic University - Gaza**
Dates January 2016
Title of qualification awarded Bachelor Degree in Teaching English language

Principal subjects/occupational skills covered Teaching English language

- **Shadya Abu Ghazala School- Gaza**

Dates July 2011

Title of qualification awarded Tawjihi science certificate

Principal subjects/occupational skills covered High School Certificate

Courses and Seminars

- **IELTS Preparation**

period 08/05/2016 – 31/05/2016

Name of Organization Ottoman Cultural Centre, Gaza

- **International Computer Driving Licence (ICDL)**

period 14/02/2016 – 28/02/2016

Name of Organization Ottoman Cultural Centre, Gaza

- **English language Course**

period 05/06/2012– 06/08/2012

Name of Organization Perfect home, Gaza

Organisational skills and competences

Ability to develop clear goals and prioritize activities and assignments.
Ability to work under pressure.
Ability to establish and maintain effective working relationships with other in a team environment.
Good and strong communication skills.
Ability to draft reports.
Good analytical and research skills.
MS windows and office application (Word and Excel) efficiently.
Internet and WEB searching

References

Eng. Islam Al-aboweny – supervisor--NECC	0599624437
Atta Mattar - headmaster - Sami Al-Alame school	0599744498
Bassem Kurraz – headmaster - deaf school	0599333514