

PERSONAL INFORMATION **Rinad Tawfiq Ahmad Ardah**

 Ramallah

 0598519897

 rinad.ardah@gmail.com

Date of birth 30.Sep.1996

WORK EXPERIENCE

20 December 2022 – 31 May 2023 **Sales employee**
Ooredoo Palestine

- Call Center Sales

2 March 2020 –5 August **Operations employee**
Damrah company

- Receiving and following up calls
- Entering the received data on the Damrah system
- Following up outgoing packages
- Following up the payment and collecting accounts receivable from delivery companies

6 December 2021 – 6 June 2022 **Administrative Assistant**
Al_Mustaqbal private schools

- Ensuring the required documents when registering, transferring...
- Preparing transportation papers.
- Following up curriculum with the teachers
- Following up and recording attendance and leave.
- Communicating with administrative authorities in the Ministry of Education
- Preparing employees' payroll Forms
- Receiving school fees from students

EDUCATION AND TRAINING

9\ 2014 – 6 \ 2018 **BSc Business Administration**
Arab American University

PERSONAL SKILLS

Mother tongue(s) **ARABIC**

FOREIGN LANGUAGE(S) **ENGLISH – very good in writing and speaking**

Organisational / managerial skills

- * Excellence Communication and negotiation skills.
- * Problem-solving skills.
- * Planning and organizing – Organizational abilities
- * Strong Presentation skills
- * Decision making
- * Leadership abilities
- * Team player
- * Good Judgment

Job-related skills

- Proficient in using Microsoft office programs.
- Outlook
- Typing speed for data entry