

C.V

Jehad Sameer



Personal Data

Name Jehad Sameer
Date of Birth 1985
Sex Female
Marital State Married
Nationality Palestinian

Address

Phone 059 2163689
E-Mail Jehanameen08@gmail.com
Resident Ramallah

Educational Background

- B. A Sociology (2005-2009)
Al-Quds Open University Ramallah
- High School Degree (2004)
Betunia Secondary Girls School

Experiences & Professional History

2010 – **Palestinian Red Crescent / Ramallah**
2012 Admin assistance for the Project Manager / West Bank & Gaza Strip

2012-
2015 **Pionex Company / Ramallah**
-Coordinator for the DHL International Postal Parcels(Customs Clearance, Land, air and sea shipping)

2018-
2021 **Al-Mukhtar school / Ramallah – Betunia**

2022-
2023 Accountant
(YMCA) Ramallah
Coordinator on Basmah project

Skills:

- Excellent leadership and customer service skills.
- Good in English and Arabic
- Ability to write reports, manuals, speeches, and articles.
- Ability to make effective presentations on general topics to a large group of employees, clients and/or management.
- Ability to motivate employees and client groups to take desired action.
- Proficiency in math and calculations related to mortgage lending and finance; in depth knowledge of financial terms and principles.(Bisan accounting software)
- Ability to solve problems and deal with a variety of options in varying situations.
- Excellent communication, time management, analytical and quantitative skills.

TRAINING COURSES

- Reporting and follow up correspondence (Galaxy Information System)
- Power Point, Excel, Word, Outlook (Galaxy Information System)
- Sign language basics (Palestinian Red Crescent Society)
- media and Communication (Palestinian Red Crescent Society)

Computer Skills

- High & Proven experience in Internet, and emails (setup and efficient use)
- Familiarity with different operating systems and networking windows
- Microsoft Office
- Bisan Accounting Software