

Experience

Rasmia Lulu

administrative employee

22/5/2016_22/6/2016

Control Section ,assistant Manager,Payroll Department
MINISTER OF HIGHER EDUCATION,Ramallah

1/7/2017

Reception assistant,Archive Section,Registration Division
Arab Care Hospital, Ramallah

2017/2018

projects at the university
certificate corporate governance course

18/10/2020_11/2/2021

Volunteered in the administration for the Ministry of Education and Higher
Education for 4 months.

7/5/2021_27/12/2021

Work job in a Travel and Tourism Company .

24/10/2021_26/7/2022

Work in insurance company

24/8/2022_1/10/2022

Work in dental center

15/10/2022_30/7/2023

Work in Twins Computer services

Education

Al-Bireh Secondary School,Ramallah

Tawjihi 2014

Palestine Technical University Kadoorie

Bachelor Degree in Technical Managment 4th yeras.

Computer skills

Microsoft Office (Excel,Access,Powerpoint,Project ,word,outlook, html
,spss,True time, Accounting program ,Shamel pro, diwan)

COMMUNICATOIN

Exceptional communications skills (both oral and written)
Speaking in public, to groups or via electronic media

LANGUAGES

Arabic (Native)

English (good)

Hebrew (good)

Objective

To expend my learning ,knowledge and skills ,secure an oportunity to fully experience my traning and skills, management skills for the growth of my the organization as well as to enhance my knowledge about new and emerging trends in the administration management.

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