**Curriculum vitae**

**PERSONAL INFORMATION:**

Name :Rana Yousef Adawi

Phone : 00972599595211

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**WORK EXPERIENCE:**

2005–2006Working Women's Association.

2006-2020 Palestinian Red Crescent Society.

* Tenders and Procurement Department.
* Administrative assistance in the Ambulance and Emergency Department.
* Administrative assistant at a school for educating and rehabilitating the deaf.

**EDUCATION & TRAINING:**

* 2004 Palestine Technical University, major in accounting and minor in business administration
* 2000 High School Certification(Bethlehem Secondary School)

**Communication skills:**

* Good communication - written and oral skills
* Excellent conceptual and analytical skills
* Effective interpersonal skills.

▪ Ability to deal professionally but firmly with customers, including people older than myself.

▪ Able to communicate concepts and strategies clearly to colleagues.

**Other skills:**

* Able to work on tasks individually or as part of a team.
* Computer Skills : Microsoft Word, Excel, Access, PowerPoint, Outlook Express, Microsoft Windows XP and Microsoft Office XP .

Documents, prepare presentations, store and manipulate data and produce financial re Type documents such as correspondence, drafts, memos, and emails, and prepared 3 reports weekly for management

• Opened, sorted, and distributed incoming messages and correspondence

• Purchased and maintained office supply inventories, and always careful to adhere to budgeting practices

• Greeted visitors and determined to whom and when they could speak with specific individuals

• Recorded, transcribed, and distributed minutes of meeting sports.

**Personal Characteristics**:

* Stamina to withstand work pressure.  
   Ability to personally communicate with various culture environments
* and to establish relationships with others.
* Ability to rationalize the usage and to organize the time.  
   Ambitious, persistent, self motivated, hard working, dynamic,
* self-confident and team-working partner.  
   Having a wide range of knowledge.
* I have driving licence.