**Curriculum Vitae**

Name : Bushra Saleem

Address :90 house, Tower jawwal street, , Deir Ammar Ramallah,Palestine

Telephone:0592458176

Email: bushra.sameeh95@gmail.com

Social status: Married

Date of Birth:25-10-1995

**Education:**

- 2013-2018, Birzeit University ,Bachelor Degree, Public Administration,GPA very good.

- 2001-2013 Rantees Secondary School For Girls, Certificate Of Secondary School Education,excellent estimate.

**Experince:**

- 4-7-2017 -20-8-2017 Training at Palestinian Retirement Authority in different circles Authority, 250 hours.

- 29-12-2016 -14-1-2017 Bisan Accounting cours, 20 training hours,Pioneers center, Rammallah,Palestine.

-1-5-2021-1-6-2022 working as a secretary in Dr.Ismail Othman's clinic.

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**Skill:**

-Analyises.

-Research skill.

-Time management.

-Critical thinking.

-Problem solving.

-Talking and listening to people.

-Managing time effectively to meet deadlines

-Collaboration.

-Communication.

-Exellant in MS.Office.

**Capacity:**

-Ambitious and hard working.

-Ability to monitor and work under strict.

-Willing to learn.

**Languge:**

-Arabic (Excellent writing, reading and conservation).

-English (Good reading and writing).

**Activity:**

- Jun 2016-2017, Reception of new students at Birzeit University, Ramallah, Palestine.

- 2013-21016, Printing with Braille Center at Birzeit University, Ramallah, Palestine.

**Reference:**

-Ismail Arikat Administration Department-Birzeit University- faculty of Law and Public Administration.

-Tel:0598746704

-Ayman Al-Zaru Administration Department-Birzeit University- faculty of Law and Public Administration .

-Tel:0505916745.

-Omar Wahdan, Accountant in Palestinian Retirement Authority.

Tel:0568373005.

-Ismail Othman Doctor of Dentist.

-Tel:0599428627.