


# Fatima Farawneh

## “ Objectives

Seeking a challenging and rewarding opportunity in a dynamic organization where I can utilize my skills and knowledge to contribute to the success of the company and further develop my career.

## Contact

 Al -Jalazon, Ramallah

 0598446285

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## Skills

- ✓ Very Good at using MS Word
- ✓ Very Good at using MS PowerPoint
- ✓ Very Good at using MS Excel
- ✓ Team player
- ✓ Ability to Adapt
- ✓ Ability to plan and align
- ✓ Effective communication skills

## Languages

Arabic - Mother Tongue

English:

Speaking 

Reading 

Writing 

Turkish: Entry level

## References

Available upon request

## Experiences

### Madent Al-Tayyebat

Production department Admin

Tasks include follow-up on employees performance and the production process

2020 – Until now

### Rehabilitation Center for the Disabled

Secretary

2019

### Alternative parameter

Al-Qima School

2018

## Coursework

### ICDL Course

Currently Taking it

### Data Entry & Printing Course - Arab International Academy for Training Consulting/ 36 training hours

2022

### E-marketing Course - Arab International Academy for Training Consulting/ 36 training hours

2022

### Human Resources Course – Arab International Academy for Training Consulting/ 30 training hours

2022

## Internships

### The Court of Appeal

One month long internship - 2020

Currently Taking it

# Internships

## **BA in Business Administration**

Al Quds Open University

2015 - 2020

## **General Secendory Certificate**

Al-Jalazon Girls Secondary School

2015