**سيرة ذاتية** **RESUME**

**المعلومات الشخصيةPERSONAL INFORMATION::**

الاسم**Name**:: عفيف سليم محمد ابو صبيح Hala emad sami dary

تاريخ الميلاد**Date of Birth**:: 30/5/2001

العنوان**Address**:: رام الله KafrAqab, Jerusalem

الحالة الاجتماعية**Nationality:** :Palestinian أعزبPalestinain

موبايل**Telephone**:: 0599857270 0544651050

**Email**: haladary2@gmail.com

**المؤهلات العلميةQUALIFICATIONS/EDUCATION::**

* -BA in English literature (Minor: Translation) – Birzeit University (2023)بكالوريوس ادارة فندقية سياحيةDiplo
* A Certificate in career plan from Birzeit University
* A certificate in citizenship role from Birzeit University
* -شهادة الثانوية العامةGeneral Secondary Certificateجامعة اربد– (2019)ادارة فندقية سياحية

**WORK EXPERIENCE**:

* I trained in Abu Raya Rehabilitation Center, 2023, translating for a medical team from foreign countries, helping them to communicate with the patients
* Data entry in a language computing, I worked on an online project in 2023 that involved data entry for a language computing and artificial intelligence project. I used Microsoft Office Excel and Google Docs to add specific data related to the study of Arabic dialects and their usage in various fields. My role included searching social media platforms for relevant information, documenting it, and inputting it into Excel
* Voluntary work in coordinating and organizing a meeting, I worked in Ramallah by helping to organize a meeting for the Consumer Protection Association. My tasks included checking in attendees, providing them with the required documents, and supporting the session moderators.
* 2020-2022: Tutoring of school students between the ages of 7 and 16 years, the English subject and other subjects.

-العمل في فندق القدس**المهاراتCOU:TRAINING COURSES:**

* -العمل في ف Hebrew Language Course at the I Learn Languages
* ENEnglish Language Course at Amideast

**PERSONAL QUALITIESالمهارات::**

* -اجيد العمل على الكمبيوتر General Transcription.
* Translation.
* Data Entry.
* Ability to work under pressure-العمل ضمن الفريق and in a team.
* Ability to learn fast and adapt with work conditions
* Interpersonal communication and public relation skills.
* Ability to use computer programs such as Word and Internet
* The ability to type in Arabic and English.
* Hard work and time management skills
* Commitment to appointments and deadlines.

-القدرة على تحمل ضغط العمل

**اللغاتLANGUAGES::**

* -اللغة العربيةArabicبشكل ممتاز: Excellent -اللغة الانجليزية بشكل جيد(writing, reading, speaking)
* English Excellent (writing, reading, speaking)
* Hebrew: Good (reading and writing)