

# Hadeel Saleh

**Address** Um-Altut - Jenin  
**Phone** 0568475712  
**Email** Hadee1Saleh175@gmail.com  
**Birth Date** 17/05/1998  
**Gender** Female  
**Marital Status** Married



## Professional Summary

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Dears,

With reference to the above-mentioned subject, I am seeking an opening for the post offered in your organization. I have a Bachelor of Accounting with 75% from the ALQUDS OPEN University in Palestine.

Please refer to the enclosed resume. I am looking forward to meeting with you to discuss how I can help you as a team member. Thank you for your consideration. Sincerely Yours,

## Work Experience

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7/2022-PR

### CTR chittir chicken - jenin

- accounting
- customer service
- handling the cash
- helping the branch manager with the accounting reports.

1/2020-1/2022

### Council of UMM AL-TAWT - jenin

Volunteering in accounting department

- handling the receiving and the paid payments
- handling the bills for water and electric
- handling the banks deposits
- handling the vacations and the employee salaries .

## Education

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09/2016- 12/2020

### Al-quds open university

Bachelor of Accounting

- Proficient in all major accounting software platforms
- Exemplary communication skills in written and spoken form
- Superior ability to handle multiple accounting tasks
- Attention to detail throughout every aspect of work
- Commitment to maintenance of accounting principles

8/2015-7/2016

### High School – Commercial Stream

preparing to study in the commercial college in the accounting department

2019 -2020

### Al- quds University

- training course ( AL Shamel Accounting program )
- training course (Leadership in work)

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## Hobbies

- playing chess
- watching sport
- reading
- travelling
- Driving
- teaching the people

## Languages

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English — B2

Arabic — c2

## Additional Skills

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- accounting
- microsoft office
- problem solving
- team player
- working under pressure
- computer software
- customer service
- fast learner

## References

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Adel Alawnah - Chittir Chicken - 0592888358

Nader Alawnah - Council of UMM AL-TAWT - 0592939356