



# HALA ABDO

Accounting



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Beit Imreen, Nablus, West Bank, Palestine



24-1-2002



single

## ABOUT ME

AS a recent graduate with a Bachelors degree in Accounting from An-Najah University, I possess a strong foundation in financial accounting principles and am proficient in using the Al-shamel accounting software, I also possess strong problem solving skills and a high level of attention to detail.

## EDUCATION

### BA in Accounting

An-Najah National University, Nablus, Palestine  
2020 - 2024

### Tawjehi Certification, Commercial Stream(89)

Sabastia, Nablus, Palestine  
2019 - 2020

## TRAINING EXPERIENCE

### An-Najah National University Hospital

April -May 2024

- More than 180 hours of training in the finance department
- Archiving, Financial statements, and Claims

### Trust Company

February -March 2024

- More than 90 hours of training in the motor insurance department
- Archiving, and insurance policies

## TRAINING COURSES

- Computer and Soft Skills Training Course, Alumni and Career unit, An- Najah National University, Nablus, 60 hours, September 2024.
- Digital Sales Skills, My Life style Company, On line, 12 hours, August 2024.
- Investment in Gold and Silver, Al qadasi Business Malaysia Company, On line, 2 hours, August 2024.
- Online Business Investment and Income Generation, Al qadasi Business Malaysia Company, On line, 2 hours, August 2024
- Banking Analysis and Credit (Beginner), Faten Company, Nablus, 6 hours, March 2023.
- Training of Trainers (TOT), A2Z Trainig and Consulting Company, March 2023

## SKILLS

### Hard Skills:

- MS Office: Exel, Word, PowerPoint
- Al-shamel accounting software
- Ability to manage social media platforms.
- Ability to create graphic designs for social media platforms.
- Ability to write content for social media and digital marketing platforms.
- Ability to create promotional and marketing videos and reels.
- Ability to automate office work, business management and secretarial work.
- Ability to process paper and digital files.
- Ability to transcribe audio and video files and convert them into text.
- Ability to handle all PDF issues.
- Ability to edit photos and posts.
- Ability to use 200 artificial intelligence tools.

### Soft Skills:

- Team Work.
- Time Management.
- Problem Solving.
- Leadership.
- Keep Learning.
- Public Speaking Skills.
- Effective communication and networking.
- Positive attitude.
- Psychological resilience.
- Etiquette skills at work.

## LANGUAGES

### English

- Reading: Very good.
- Writing: Very good.
- Conversation: Good.

Arabic: Mother language

## REFERENCES

### Alaa Abu-Dheir

Director, An-Najah Career Unit  
An-Najah National University

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### Abdulnaser Nour

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