



## **Alaa Mohammad Abdallah Rashed**

### **Business Administration**

## **Personal details**

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Date of Birth: Oct,11 ,1991

Gender: Female

Marital Status: Single

Address: Amman- Jordan

ID number: 9912049363

Mobile No: 0788719032

E-mail Address: loleta\_rashed@hotmail.com

## **Education and qualifications**

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¾ 2009-2013 Bachelors of Business Administration, Hebron University,  
Palestine.(75%).

Graduation project: " Criteria for evaluating projects in non-profit institutions" (90  
%).

¾ 2008-2009 Dura girls secondary school, Dura, Hebron, Palestine.

GPA (73.3%).

# Skills

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## Computer and programming

¼ Microsoft office programs

Personal skills

¼ Excellent time management skills

¼ Quick learner and ability to

perform tasks within deadlines. ¼

Ability to think programmatically,

creatively and logically.

¼ Excellent communication skills

## Training and Activities

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### Training Courses

¼ 23/2-16/4,2013 (200 hour) Training course at Al-Harith Investment & Contracting, Palestine

Hebron / Junction University.

¼ 2/4-1/5. 2013 (40 hour) Training at Directorate of Education / south of Hebron.

### Activities

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¼ 8-18,Jun,2012 Training at Youth Entrepreneurship Development program,

International youth Foundation,Hebron University.

¼ 13,Jun,2012 Participated in the Student Conference of Creativity at Hebron

University, Hebron, Palestine.

¼ Dec,2011 First aid course at Al\_helal Al\_ahmar Society, Hebron,

Palestine.

## Work experience

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I graduated in 2013 and worked as a secretary at the office furniture import company for one year. Then I moved to another job to look for a better, management assistant in the medical devices company for one year and two months for personal purposes. The employer was closed and traveling, and then served as secretary in the insurance office for one year I am currently working as a secretary and accountant at the Palestinian Diabetes Institute. This is the five year of my work for this institution but I am still looking for a better job, but I am a very enthusiastic and well-educated person. I am also a quick learner in the event of learning practical experience, and I am active and have the full intention to apply all my efforts to be a successful member of your organization.

## languages

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	<u>Speak</u>	<u>Read</u>	<u>Write</u>
<b>Arabic:</b>	Excellent	Excellent	Excellent
<b>English:</b>	Good	Excellent	Excellent

## References

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1. Munther Alqam: Head of Department of Business Administration / Finance and Management, University of Hebron, Palestine.  
E-mail: munthera@hebron.edu.
2. Mahmoud Aqneabe: an employee in the Ministry of Education and Higher Education. Phone No: 0599338974
3. Ola Mohamed Rashid: Telecom engineer in the industrial school / Nablus  
Phone NO : 0598161721