# *Dear Sir / Madam*

# *I’m interested in obtaining a position with your distinguished company.*

# *Please find enclosed (Attached) my curriculum vitae for your review.*

# *You will find most of the necessary background information available in my curriculum vitae. However, I would like to mention that I'm available for immediate employment.*

# *I can be reached at the telephone numbers and E-Mail listed below.*

# *Thanks for your consideration, looking forward to hearing from you soon.*

# *Ahmad Yunis Ahmad Al Araj*

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## Personal information

1. Marital status: *Single*
2. Nationality: *Palestinian*
3. Place & Date of birth: *Jerusalem- 09/05/1990*
4. Address: *Amman- Um Alsoumaq*
5. Phone*: +962777778860*
6. E-mail address*:* tomb\_mohammad@ytahoo.com

## Objective

* I would like to work in a dynamic and Challenging atmosphere where I can apply all the Knowledge I have learnt and excel in the Tasks in a title to me.
* To work with a company that appreciates my effort and adds my character.

## Personal skills

* Good interpersonal and communication skills and public relation qualification.
* Outgoing personality and willingness to take initiative.
* Interacted in a team environment.
* Excellent organization skills.
* Microsoft office including: windows word, Excel, Access, Inter- net and Power point.

## Languages

## Arabic (Mother Tongue)

## English (very good) (Writing, Reading and Conversation).

## Education

## (2012-2014) Degree of Master in Accounting

## Middle East University, Jordan

## (2008- 2012) BA Degree in Accounting, with G.P.A (Good)

## Middle East University, Jordan

## (2007-2008) High School Certificate, scientific stream

## Jordan Arab Institute, Palestine

**Training courses**

## International Professional Bureau Consulting & Auditing ( for 6 months).

* Arab Union For Training And Development Co. *(for 4 months).*
* Certificate of sales development skills.(1/11/2012 ). With blom bank team.
* Certificate of credit facilitates. (1/6/2012).with blom bank team.
* Certificate of sales skills program.(22/11/2012).

## Experience

* Sales Man and Accountant in Jawal for telecommunication co. (From 03/06/2011 to 07/10/2011).
* Sales Man in BLOM bank (from 01/02/2012 to 31/8/2013).
* Accountanat and auditor in International Professional Bureau Consulting & Auditing .(1/9/2013 to 1/6/2014)
* Financial manager in Gera company(1/6/2014 to1/1/2015).
* Deputy General Manager in grand city company(1/1/2015 untill now)