

# Doha sultan

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Address: Palestine, Rafah

## About me

Graduate of Business Administration and Executive Secretarial Diploma. I am highly motivated and hardworking and looking for a place where I can become a valuable asset in the field of Business Administration and Digital Marketing.

## Education

- ❖ 2020-2022 graduated from the UNRWA Gaza Community and Training College Majoring in executive secretarial.
- ❖ In high school I graduated with 92.1 degree.
- ❖ Certificate in Digital Marketing.
- ❖ Certificate in CV preparation.
- ❖ Certificate in UXUI design.

## Experience

- ❖ In February 2022, I received training at the Rafah Electricity Company, Computer Department.
- ❖ In June, I received training at Faten Lending Corporation, Archive Department.
- ❖ In July, I received training in the Palestinian Islamic Bank.
- ❖ I had a Bootcamp talk about Digital Marketing and Freelancer from Gaza sky gees.
- ❖ I trained with Education for employment (efe).

## Skills

- Fast Typing English & Arabic
- Data entry operator
- Writing Correspondence
- Editing skills
- Excel skills
- PowerPoint skills
- Access skills
- Office work skills
- Time management
- Work under pressure
- Work at team
- Communication skills
- Freelancing
- Problem solving
- Organizing skills