

Rasha Edress

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PROFESSIONAL EXPERIENCE

May 2022 - May 2023

HR **AL-Jebrini company**

- 1-responsible for employee insurance
- 2-use the special program for HR(MICROSOFT)
- 3-preparing daily reports on the attendance and absence of employees
- 4-Enter employee salaries into the program(sap/Arab Accounting Program)
- 5-Preparing and archiving employee files according to the system (iso2009)

E-MARKETING **Hebron Shop**

Marketing the store pages and following up with customers and the delivery company

E-MARKETING **Al-Qudsi Center Office for Import and Export**

Marketing products and dealing with customers and the delivery company

EDUCATION

September 2018 - May 2022

palestine polytechnic university

Information systems

KEY SKILLS

Use of computer programs
Communication
Teamwork
Writing reports and proposals
Use accounting software (sap business)
Use accounting Arabic programme
Knowledge of Palestinian labor laws
Use a program new soft Specialized in personnel affairs
Knowledge of employees' insurance files, exemptions, and clearances

Languages

-Arabic
-english
-Hebrew

Training Courses

-CAPM (CERTIFICATION COURSE)
-Business analytics with excel
-Trainings in youth initiatives (Global Forum Foundation - Bethlehem)
-Leadership and Communication Course (Korean-Palestinian Center)
-Business intelligence course

Training periods

-Administrative Assistant in the Accidents and Disasters Department (Trust Insurance)