

# Rasha Edress

Hebron, Palestine

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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

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## EDUCATION

September 2018 - May 2022

**palestine polytechnic university**

Information systems

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## 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

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## Languages

-Arabic  
-english  
-Hebrew

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## 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

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## Training periods

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