

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

Personal information

- ▸ Marital status: *Single*
- ▸ Nationality: *Palestinian*
- ▸ Place & Date of birth: *Jerusalem- 09/05/1990*
- ▸ Address: *Amman- Um Alsoumaq*
- ▸ Phone: *+962777778860*
- ▸ 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, Internet 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).
- Accountant and auditor in International Professional Bureau Consulting & Auditing .(1/9/2013 to 1/6/2014)
- Financial manager in Gera company(1/6/2014 to 1/1/2015).

- Deputy General Manager in grand city company(1/1/2015 untill now)