

Alaa AL Asadi

Email : lolaa.asadi.1996@gmail.com

Mob : 00971543319969

**Personal Information**

Gender : female

Marital status : married

Nationality : Palestinian

Language known: Arabic and English ,both written and spoken

Sponsorship : Husband

Location : Sharjah , UAE

Career Objective

To secure a challenging and rewarding job in an organization, that offers opportunity and growth, based on merit and performance and where I can exhibit my knowledge and skills, thereby contributing towards organizational success.

Education

- Third year accounting at Damascus University
- UNRWA Diploma in (Secretarial and Office Management) Sciences Damascus Intermediate Institute – 2015
- General Secondary Education Certificate (Commercial Section) – 2013

Relevant Skills

- Human resources course
- MS Office Course. Damascus
- Good computer skills.

- Proficient in the use of MS Office applications (Word, PowerPoint, Excel) Courses
- Training Course of (Secretarial) and purchases in UNRWA. Damascus
- Excellent in Arabic both written and spoken, well in English.
- Good Interpersonal communication skills and maintenance of public relations.

Work Experience :

UNRWA: Aug 2015 - April 2017

- Entering data
- warehouse inventory
- Distribution of aid to refugees
- Responsible for the accommodation department
- Dealing with refugees, displaced persons and people of determinantal

AL Laham Trading Company: May 2017 – Apr 2018

- Daily cash flow control
- Stock movement control
- Enter daily invoices