**Diala Muneer Khwaireh**

personal information:

Name: Diala Muneer Abdel Fattah Khwaireh Date of Birth: 29-8-1994

Nationality: Palestinian Marital status: Single

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Phone: 09-2386678

Qualification:

B.Sc. Accounting 2017

Appreciation: Good Place of Education: AL\_Quds Open University

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Practical experience:

Working as an Accountant at Global Pharm Pharmaceuticals from 9-2018 till now.

Work to enter data on the accounting and invoices and what all the accounting matters on the computer and deal with the lighthouse accounting program with regard to all accounting invoices and orders

Al - Rahma Dispensary - Nablus

Job Title: Accounting in the Accounting Department as a volunteer for the month of 5-2017

I worked to enter the accounting data on the computer and processed electronic processing

Bank of Palestine - Nablus

Job Title: Work in Customer Service Department for 3 months training 6-2017 to 9-2017

Working as a volunteer in the same department for 3 months from 10-2017 to 12-2017

• I worked to deal with customers and through that I have done everything related to their service from opening accounts and updating data and doing work on the program of the Office of the Bank's mail correspondence and enter the mail and receive..

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 training courses:

(1)

Course Name: Qualifying Course for Banks BCO and PPC Duration: (From ..8 - 2019 / ..10-2019…)

Venue: An-Najah National University Organizing Course: Continuing Education Unit An-Najah University

Experience in the field of all customer service in banks, opening and closing accounts, inquiring about the customer, knowing the customer while dealing with him inside the bank, personal loans and all their divisions, and the procedures for making loans and deductions

(2)

Course Name: Qualifying Course for Banks BCO(L.1) Duration: (From ..6 - 2019 / ..7-2019…)

Venue: An-Najah National University Organizing Course: Continuing Education Unit An-Najah University

Experience in dealing with everything related to bank checks and the way in which the check was handled

And knowledge of risk management in banking institutions and business institutions

(3)

Course Name: Bisan Accounting Program Duration: (from ... 11-2017./ ..12-2017…)

Venue: Al Quds Open University Organizer: Al Quds Open University

Experience in dealing with the program with regard to all accounting and financial matters

(4)

Course Name: Comprehensive Accounting Program Duration: (From10- 2015 . / ..12-2015 .....)

Venue: Al-Quds Open University Organizer: Al-Quds Open University

 Work on the comprehensive accounting program in all matters related to financial matters and accounting and financial statements

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Skills

1- Using Microsoft Word, Excel and PowerPoint.

 2- Good experience in computer programs and the Internet.

3- the ability to convince customers.

4- Working on the Diwan Post Program.

5- the ability to work on the banks program for banks and data entry.

- How to behave in relation to risk management in the institution. 6

7- A valid driving license.