**Oways Jalal Khawaja**

Ramallah, Palestine

**Mobile:** 0569404501

**Email:** oways.wolf@outlook.com

**CAREER OBJECTIVE**

Recent public administration graduate looking for a position in financial management and human resources, where I can utilize my skills to make a contribution to this work, and I am excited to start my career in this dynamic industry.

**TECHNICAL SKILLS**

* Microsoft Office (Excel, Powerpoint, Microsoft Word)
* Aldewan

**PERSONAL SKILLS**

* Communication.
* Administrative regulation.
* Working effectively with a team, and the ability to work independently.
* Leadership skills and motivation at work.

**EDUCATION**

Bachelor degree of Administration public Minor Political Science (2017-2022)

Birzeit University

Ramallah, Palestine

**Achievements**

* I trained in administrative affairs in the Beitunia Municipality.
* Sales representative at H&S Company.
* I participated in a training course on basic principles of human rights.

**Language’s**

* Arabic
* English

**REFERENCES**

MUTHANA NASSAR Head of Administrative Affairs in the Municipality of Beitunia

TEL: 2900534 /MOB: 0594444808

HUSSAIN SROUR Head of H&S Company.

MOB: 0569999889