

# Mohammed H. Al-Azami



## Contact

### Address:

Tal-El-Hawa, Gaza Strip,  
Palestine.

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## Languages

English – C1

Arabic – Native

## Summary

Hardworking and versatile Administrative Assistant with experience of +5 years. Experienced with extensive knowledge in office management software. Competencies include record keeping, document management, personnel support and report presentation.

Strong typing and data entry skills, and enjoy working independently as well as in a team with great communication and interpersonal skills.

## Skill Highlights

- Time management.
- Documents translation.
- Attention to detail.
- Inventory management.
- Administration and Customer service skills.
- English Typing Speed (60 words/minute).
- Working under pressure & multi-tasking.
- Analysis of monthly and yearly financial statements.

## Experience

### Administrative assistant [2020 – 2022]

#### Ministry of Transport; Gaza Strip - Palestine

- Entering the data of new driving students on the government software for driving schools on a daily basis.
- Reserve student applications for the practical test and print the financial receipts.
- Preparing a daily report to divide the practical tests on driver's testers.
- Preparing a monthly report on the allocation of practical examinations for all driving schools.
- Other Secretarial work ex. [Answering calls, taking messages and handling correspondence, maintaining diaries and arranging appointments].

### Contribution assistant [2015 – 2020]

#### UNRWA Head Quarter; Gaza Strip - Palestine

- Produces tables and graphs to display pledges and contributions for the regular and special distribution based on statistical information made available by the Contribution Officer.
- Updates continuously contribution tables and Database based on information made available by the Contribution Officer.
- Maintains the Contribution Unit filing system.
- Carries out regular secretarial duties.
- Drafts 'Thank you' letters and official receipts and then submit them for signature.

## Education

Bachelor: **Business Administration** – September 2019 - May 2021

**Al-Quds Open University** – Gaza Strip – Palestine

GPA: **95.88%**

Diploma: **Business and Office Practice** - September 2012 - July 2014

**Gaza Training Center "GTC"** – Gaza Strip – Palestine

GPA: **90.37%**

## Skills & Interests

Computer skills: **Word, Access, Excel, PowerPoint, Outlook**

Office work: **receiving and dispatching telephone calls, filing, drafting correspondence, etc.**