**Bahaa Asem Radi Hanbali**

**Box 38, Nablus, West Bank, Palestine**

**Tel/Fax: +97092383870**

**Mobile: 0599500045**

**Personal:**

**Birth Date: 02.12.1987**

**Place of Birth: Nablus**

**Nationality: Palestinian**

**Marital Status: Married**

**Education:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Degree** | **University**  | **Field** | **Year** | **Appreciation** |
| **BA** | **An-Najah National University** | **Accounting** | **2009** | **Very Good** |
| **CGSEE** | **Al-Kendi Boys School** | **Commerce** | **2006** | **Very Good** |

**Training Courses Attended:**

**1. ICDL Course,**

**2. Human Development Course,**

**3. Administrative Development Course,**

**4. Shamel Accounting Application,**

**Skills:**

* **Comprehensive knowledge of MS Excel**
* **Windows and Office Applications**
* **Excellent communication skills**
* **Office Management**
* **Organizing workshops and training courses**
* **Excellent skills in English**
* **Excellent skills in using Computers**
* **Ability to work under pressure , including working outside normal working hours**
* **Valid driving license**

**Professinal Experience:**

**Nine Years, Dana Drug Co.**

**General Accountant for branch, experience in bank section especially accounting & facilities in all bank activities & prepare the end period reports & financial statement.**

**Languages:**

**Arabic (Native) and English (Excellent reading, speaking and writing)**

**References :**

**1. Dr. Saed Koni , Dean of faculty of Economics and Administrative Sciences , An Najah National University , Nablus .**

**2. Dr. Hatem Kukhun , Chairman of Accounting Department , Faculty of Economics and Administrative Sciences, An Najah National University , Nablus .**