CURRICULM VITA

PERSONAL DATA:

Name: Hala Abed El-Kareem Aboud.

Identity: 800506362

DATE OF BIRT: 5.April 1985

Address: Gaza - Nasser

Mobile NO: 0592317110

Phone no.: 2821225 .

E-mail address: hala.aboud85@gmail.com

Education:

2013 professional diploma translation from the community Development Institution – Islamic University.

2007 Graduate from Al-Azhar University from the Faculty of Art and Human Science.

 2006 DELF A2 in French language.

2003 General Secondary Education-Gaza.

 Work Experience:

August 2015- May2016Administrative Assistant at HelpAge International.

 Duties:

Administration
-Provide administrative and secretarial support to Gaza office.
-Maintain a filing system for all admin-related documentation, such as (staff) contracts, quotations, and purchase requests.
-Oversee the maintenance of the office supplies and stationary.
-Prepare and modify administrative documents including correspondence, reports, drafts, memos and emails, schedule and coordinate meetings and appointments.
-Prepare and update on a monthly basis the asset list.
-Prepare meeting minutes, meeting notes and internal support materials.
-Identify report and arrange/oversee maintenance and repairs of office equipment (e.g. alarm system, IT system, copiers and other office furniture and equipment).
-Maintain a filing system for all documents pertaining to and office phones and other administrative documents such as maintenance contracts etc.
-Maintain a collection of operating manuals for office equipment and make it accessible for staff to use as reference.
-Ensure that incoming mails/ Faxes and outgoing mails are delivered as scheduled to and from the post office & proper copies are kept in the files.
-Assist the program team in organizing and coordinating events, workshops and conference.
-Oversee security procedures for the safekeeping of the association's possessions

Human Resource (HR) and Finance functions:
-Prepare, follow up and process all national staff employment contracts,
-Maintain personnel files with accuracy and confidentiality
-Monitoring the attendance of employees & the Time Sheets.
-Monitoring annual leaves, sick leaves and holidays.
-Provide finance and procurement support as needed
-Responsible to manage the Petty Cash box of Gaza office and cash box monthly reporting.
-Monitor the application of purchasing policies and procedures; supervise a central purchasing system and service, ensuring the appropriate use of requisitions, bid evaluations, purchase orders, and receiving reports.

October 2010 – August 2015 administrative assistant at Masoud & Ali contracting company.

November 2009-febreuary 2010 Translator at the Palestinian Center for Democracy and Conflict Resolution.

August 2009- October 2009 administrative assistant at The Gulf educational organization.

- February 2008 to February 2009 volunteer at Gaza Community Mental Health Program Public Relation Department.

- January2008 to February 2008 volunteers at the center for women's legal research and consulting.

- August 2005 to October 2005 Pal media office (News translator from Arabic to English).

Courses:

- 7 French courses at The French cultural center.

- A training course on Management Skills (8 Hours).

Skills:

- Using computer and internet.

- Translating essays from both English and French to Arabic and from Arabic to English.

- Work under pressure.

- Secretary skills.

- Team work.

 Achievement:

Reportage (documentary film) in French language about children’s dream.

Languages:

- Arabic

- English

- French.

References:

* Eyad AlAraj Country Director.
* Wael Helow Finace & support Services Manager.