

CURRICULUM VITAE (C.V.)

Personal Details:-

Name : Ma'rouf Asaad Al-Arouqi.
Religion : Muslim.
Nationality : Palestinian.
Gender : Male.
Address : Gaza
Marital status : Married.
Mobile No. : +972-598-777948.
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Education and Qualifications:-

- Degree of Tourism and Hospitality Management at 2012
- Diploma of Business and office Practice from "Gaza Training College" at 2010.
- "Applied comprehensive exam" from Gaza Training College at 2010.
- Secondary School Certificate at 2008, from Abu Dar El-Ghefary School with average 78.3 %.

Courses:-

- I.C.D.L, (2010)-(60 hour Training course). From UNRWA.

Experience:-

- Work in Kazem Abu Shaban Company as a account from 1/12/2010 to now.
- work in " New Gaza Prep. Boys A School as Secretary under job Creation Program for UNRWA " from 21/9/2010 to 3/9/2011
- Work in "Al-Multazem Co. in marketing and public relationship from 25/5/2010 to 30/8/2010
- Job Training in "National Society for Rehabilitation of the Disabled" from 2/1/2010 to 23/1/2010 as accountant.

Skills:-

- Of doing business office to the fullest.
- Typing (English & Arabic) with quickly and precision.
- Preparation of correspondence in Arabic & English.
- Of doing business accounting manually and automatically.
- To prepare reports echoed necessary for the conduct of business.
- Attend meeting of the management and writing meeting minutes.
- Do all the administrative work assigned to me, even if outside the organization.
- Work in under stress.
- Dealing with all program of Accounting.

Language Skills

- Arabic language (mother language).
- English language reading, writing & V. good in speaking.

| | Speaking | Reading | Writing | Listening |
|---------|-----------|-----------|-----------|-----------|
| Arabic | Excellent | Excellent | Excellent | Excellent |
| English | V. good | Excellent | Excellent | V. good |