



Amani Hassan Mohamad Mostafa

Personal Information:

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Education:

- **Bachelor's Degree Financial & Banking Track Business Administration** in 2015 from Palestine Ahliya University Collage, Bethlehem, West Bank, Palestine.

Job History:

- ✓ Working in “The Hope Flowers” School as “Accountant” (November 2023– June 2024), Bethlehem, Palestine.
- ✓ Working in “Al-Jerashi Investment Group” as “Accountant” (February 2023– October 2023), Bethlehem, Palestine.
- ✓ Working in “The Bloomington Academy” as "Arabic Secretary" (December 2020 – April 2021), Ajman, UAE.
- ✓ Working in “Al Hashemi Medical Center (NMC)”, as a Receptionist (December 2017–June 2018), Khorfakan, UAE.
- ✓ Working in “Al Khalayleh Medical Center (KMC)”, as a "Receptionist" from (February 2016–December 2016), Khorfakan, UAE.

Job Skills:

- Able to work under pressures.
- Creative & innovative with problems.
- Solving abilities through quality processes.
- Ability to work & lead a team work.

- Effective creating a flexible job & office work system.

Courses & Trainings:

- Training course of “Bisan Accounting” by the Continuing Education Center at Palestine Ahliya University, dated on September 2019 for 20 hours.
- Training course of “Commercial and Administrative Correspondence” by the Continuing Education Center at Palestine Ahliya University dated on August 2019 for 6 hours.
- Course in “Osool Training Program” (designed for undergraduates) at Arab Bank (P.L.C), Bethlehem, West Bank, Palestine, dated on (18/05/2015-011/06/2015).
- Course for “Stock Simulation” at Palestine Exchange, Ramallah, West Bank, Palestine, date on (23/03/2015-21/05/2015).
- Training for “Development Job Search Skills at Economic Empowerment for Palestinian Youth Center”, Bethlehem, West Bank, Palestine, dated on (03/02/2015 - 14/02/2015) for 40 contact hours.

Languages:

- Arabic: Native Language.
- English: Fluent.

Computer Skills:

- ✓ Microsoft Office.
- ✓ Internet and Emails.
- ✓ "Al-Manhal" MOE Student Portal.
- ✓ "Bisan" Accounting Program Software System

Driving License:

I have UAE Driving License.