

ISRAA ALTALHA



Personal Information

Name: ISRAA ALTALHA - Phone: 05342168995

Job Title: HR Assistant - Data Entry - Address: Turkey Ankara

Email: israatalha940@gmail.com

Work Experience

Stock Supervisor - AFKO

Period: 01/2023 - 02/2025

Location: Turkey – Ankara AFKO

HR Assistant - AFKO METAL

Period: 01/2023 - 02/2025

Location: Ankara AFKO

Skills

Inventory Management:

- - Inventory management and tracking outgoing/incoming goods (90%)

Office Programs: Word – Excel – PowerPoint:

- - Advanced use of Excel (formulas, formatting, reports) (85%)

Data Entry:

- - High accuracy in data entry (100%)

Administrative Assistance:

- - File and document organization – Assisting in employee affairs management (attendance, leaves) (100%)

Metal Engraving:

- - Laser engraving on metals using EZCAD2 and LightBurn (100%)

Languages

- - English: Intermediate
- - Turkish: Intermediate
- - Arabic: Native