**Gulfjobseeker.com CV No:** **655332**

**Mobile** +971505905010cvdatabase[@]gulfjobseeker.com

To contact this candidate use this link

<http://www.gulfjobseeker.com/feedback/contactjs.php>

***Personal Information***

**Birth date :            3/9/1981**

**Marital Status:     Married**

**Place of birth:       Amman**

**Nationality:           Jordanian**

***Career Objective***

To work with an international leading company where it is possible to fully utilize my experience & energy.

***Languages***

English             Excellent (Reading,Writing & Speaking )

Arabic              Mother tongue

***Education***

B.A in English language and literature, Al Isra University, Amman-Jordan 2003

***Skills***

**Degree:           Bachelor –English Language& Literature**

      Excellent computer skills ( MS office tools & Internet).

      Motivated self-starter with an aptitude to learn new skills.

      Out standing and dedicated team player with strong communication skills.

      Managment and leadership skills .

      Excellent communication & presentation skills .

      Confident in dealing with people at all organizational levels .

      Attention to details ,well organized & problem solving skills.

      Teaching skills .

***Training Courses***

      ICDL, Jordan 2003

***Experiences***

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| **Since July, 2003 –Aug,2004**               **NestlePureLife**                                         **Amman, Jordan** |

Call Centre Representative

-         **Handling goods delivery to customers .**

-         **Handling customers claims till they reach satisfaction .**

-         **Following up Business letters.**

-         **Translating Business Letters.**

-         **Supervising & controling day-to-day deliveries.**

-         **Monitoring routers delivery.**

-         **Typing Contracts using CRM system .**

-         **Handling clients data base & supporting team members .**

-         **Achieving targets through an active interface with distributors, dealers and ensuring sales with buyers .**

-         **Telesales.**

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| **Since September, 2004-June,2006                       Elite Secondary School** **Amman,Jordan** |

English Teacher

**Teaching  English language.**

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| **Since June,2005 –August, 2006              Zaha Cultural Centre-**summer club**Amman,Jordan** |

English Teacher

-       **Teaching elemantry & advanced English courses .**

-       **Teaching conversation skills.**