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**CURRICLUM VITAE**

**SALEH**

**Address :- Jordanian
*E-Mail :*** ***saleh.334454@2freemail.com***

**OBJECTIVE:-**

**To work in growing company where I can take on challenge and complete and my given responsibilities by using experience, my skill and pre-experience. So as to make a good reputation and career .**

**I am seeking for joining a challenge job in a progressive organization witch I can be best utilized according to my abilities performance efficiency .**

**PERSONAL DATA:-**

**Nationality : Jordanian**

**Name : Saleh**

**Marital Status : Single**

**Date of Birth : 11/04/1991**

**Gender : Male**

**ACADEMIC QUALIFICATION:-**

* **BSc : Hussein Bin Talal University- Faculty of Arts – BSc. In English Literature – 2014 – Fair**
* **ICL : INTERNATIONAL COLLEGE IN LONDON (English Studies) : Professional Training Diploma .**

 **WORK EXPERIENCE:-**

1. **ADAM AND HAWA School – Two years : I worked as a teacher for five classes and breeders seventh class in a private school (Adam and Eve) for two years and I have the experience .**
2. **Marketing (sale and purchase)- One year : I worked as a sales person such as providing goods to customers shop is name: green saloon sweets .**
3. **Hotel receptionist – 6 months : I worked as a supervisor in a hotel for six months .**
4. **Data Entry– 6 months : I worked in office as input data by Computer for six months .**

**Personal Skills:**

* **I have the ability to work good individually and in a group.**
* **I have the ability to learn new skills in short time.**
* **Flexable and have ability to work under pressure.**
* **I Have:**

 **1-Project Management Skills.**

 **2-Strategic planning skills.**

 **3-Good interpersonal skills.**

 **4-Time Management skills**

 **5-Good communications skill**

**Course and Skill:**

* **ICL : INTERNATIONAL COLLEGE IN LONDON (English Studies) : Professional Training Diploma .**
* **Computer skills ( Word, Excel, windows, Access, Power point, internet ) .**

**Computer skills:**

* **I have very good experience in network.**
* **Very good in using office programs (Windows & Word & Excel & Access & PowerPoint& Internet).**
* **How to use the above applications and program.**

**Languages:**

* **Arabic – Excellent : Mother tongue Fluently of Arabic .**
* **English – Reading, writing, conversation:** Fluently command of English (written & spoken).