# Abed

# \*CONTACT INFORMATION

|  |
| --- |
| E-Mail: Abed.337388@2freemail.com  |
|  |

**\*PERSONAL INFORMATION**

|  |  |
| --- | --- |
| **Nationality** | Palestine |
| **Date of Birth** | 23/06/1991 |
| **Gender** | Female |
| **Marital Status** | Single |

**\*OBJECTIVE**

To become a successful employee in a leading organization that will fully utilize my abilities and skills.

**\*EDUCATION**

|  |  |
| --- | --- |
| **Jun2009** | * High secondary school in Ajman (**Al-Jorf High Secondary School**).
 |

**\*PROFESSIONAL EXPERIENCE**

|  |
| --- |
| * Working in typing documents for two months from **12/09/2010** to **15/11/2010**
* thumb.jpgWorking in **ITQAN BUSNISSMEN SERVICES-DUBAI** three months from **22/02/2011** to **26/05/2011**.
* Worked in **ARAK Engineering Consultant & Rimal Décor** two years as **secretary** & some **HR**.
* Working in **Next Engineering Consultant** as (**executive secretary, some accounting, HR, delegate/sales, reporting, analysis & arranging meetings**) from 23/09/2014 till **NOW**.
 |

**\*SPECIAL SKILLS:**

|  |
| --- |
| * I’m excellent in reading, writing and speaking Arabic languages (mother languages).
* I’m good also in reading, writing and speaking English languages.
* I have driving license.
* Excellent computer skills.
* Excellent communication skills.
* Good organization skills and time management.
* Good research skills and critical appraisal of articles.
* Good team- player with problem- solving skills, for the excellent atmosphere.
 |

**\*LANGUAGES:**

| **Language** | **Level** |
| --- | --- |
| **Arabic** | Native |
| **English** | Average  |

# \*PERSONAL REFERENCE

* Managers of **ITQAN BUSNISSMEN SERVICES** in **DUBAI.**
* Manager of **ARAK ENGINEERING CONSULTANT** in **AL AIN.**
* Manager of **NEXT ENGINEERING CONSULTANT** in **AL AIN**.