# Abed

# \*CONTACT INFORMATION

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| E-Mail: Abed.337388@2freemail.com |
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**\*PERSONAL INFORMATION**

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| **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**

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

**\*PROFESSIONAL EXPERIENCE**

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| * 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:**

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| * 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**.