**Yara**

**Yara.349380@2freemail.com**

**Objective:**

Seeking for a challenging and rewarding supply chain position where my skills, experiences and education can be utilized for further growth.

**Skills:**

* Quick learner
* Excellent interpersonal skills, ability to work well with others.
* Very good aptitude and very committed in working hard to meet end goals.
* Strong in time management, prioritizing and skills in meeting deadlines.
* Organized and detail oriented; for understanding procedures and logistics.
* Cooperatively work with other to produce and deliver required work.
* Ability to adapt quickly to challenges and changing environments.
* Recognized as creative and practical problem solver.
* Excellent in communication and presentation skills in Arabic or English.

**Professional:**

* Knowledgeable of strategic management
* Wide knowledge at Logistics & Transportation management
* Skilled at management science program

**Work Experience:**

**Sales and Marketing Assistant** April 1, 2016 – December 31, 2016

Ramco Real Estate L.L.C.

* Look for free hold properties
* Browse Online advertisements about the current properties
* Look for new agents and coordinates with other real estate companies.
* Communicating with target clients and managing customer relationships.
* Manage the production of marketing materials including posters and flyers.
* Maintaining and updating client databases.
* Sourcing advertising opportunities and placing advertisements in the websites/channels and newspapers.
* Contributing and developing marketing plans and strategies to meet the target.

**Admin Assistant (Part time)** January – December 2015

**Ramco Real Estate LLC**

* Look for free hold properties
* Browse online advertisement
* Look for new agents and coordinate with other real estate companies.

**Internship – Student Assistant** January – March 2016

Student Activities and Leadership, UAE University

* Receive and record Data
* Implement plans toward technological processes
* Organize and coordinate of events, designed advertisements.

**Independent Learning Center (ILC)** September – December 2015

* Lead many workshops on orientation of new students about the ILC
* Guide and help students in their academic matters.
* Assist the administrator in preparation and copying models of tests.
* Design posters of the ILC activities.

**Workshops and Trainings**

* Oracle E-business training September 9-26, 2016
* “Are you an extravert of introvert” workshop May 3, 2016
* Public speaking workshop series April 11 – May 2, 2016
* Business license and its types lecture April 20, 2016
* Job application of professional testing workshop April 19, 2016
* ‘SASP skills events – Alice programming’ workshop April 18, 2016
* American pronunciation workshop April 16, 2016
* Coordinated and organized fitness computation 2016

**Education:**

College of Business Administration and Economics

Bachelor of Supply Chain Management and Logistics

**United Arab Emirates University (2016).**

**Personal Information:**

Nationality : Jordan

Date of Birth : 28/07/1991

Social Status : Single

Visa Status : Sponsored (own visa)