**Shahed**

[**Shahed.361415@2freemail.com**](mailto:Shahed.361415@2freemail.com)

**PERSONAL DETAILS**

Date of Birth: April 12, 1998.

Gender: Female.

Nationality: Jordan.

**OBJECTIVE**

To pursue a challenging career with dedication, in a professional environment that will discover the potential in me whilst laying the foundation for a stronger career path.

**EDUCATION**

**2016** High School Diploma,

**International Community School**

**2016 – Present** A Bachelor’s degree in Business Management,

**Ajman University**

# COMPUTER SKILLS

**Operating Systems:** Windows XP, Windows Vista, and windows 7, Windows 7, Mac.

**Microsoft Office applications:** Advanced skills in Word, PowerPoint and Excel.

# TRAITS AND SKILLS

* Very Good computer knowledge.
* Able to do multitasking jobs, self-motivated and ambitious.
* Positive approach to work.
* A good communicator.
* Able to work in a team or individually.
* Hardworking dedicated and have full responsibility in completing any assigned task efficiently.
* Accept criticism and other people’s opinion and always improve myself to be better.
* Event organizer.
* Highly organized and dedicated person with a positive attitude.

# LANGUAGES

English: Fluent in written & spoken.

Arabic: Fluent in written & spoken.

Turkish: Fluent in written & spoken.