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| Curriculum Vitae | |
| Ibtisam | |
| [Ibtisam.365437@2freemail.com](mailto:Ibtisam.365437@2freemail.com) |  |
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| *Personal Data* | |
| 18-08-1988. | *Date of Birth* |
| Jordanian. | *Nationality* |
| Female. | *Gender* |
| Sharjah – UAE. | *Address* |
| Married. | *Marital status* |
| *Educational Background* | |
| 2013: Bachelor Degree of Commerce at the University of Damascus (Specializing in accounting). | |
| *Experience* | |
| 8 month experience with KH furniture company in Damascus as an assistant accountant.1 year experience with Shadiah abu gazalah school as a head teacher .  * **8 months experience with Wardeh company as a secretary.** * **1 year and 3 months in Smart Smurfs nursery as a head teacher and 3 months as an accountant .** * **1 year experience with British Islamic Nursery as an upper foundation teacher.** | |
| *Languages* | |
| Mother tongue. | *Arabic* |
| Reading, writing & speaking. | *English* |
| *Computer Skills* | |
| (*Word & Excel)* | |

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| *Courses* |
| 2014: Kindergarten Management & Administration Diploma from: ARAB INSTITUTE FOR ACCOUNTING & LEGAL. (American Council Accredited Certificate-ACAC).2014: English Language Professional Diploma from: **DEVLOPMENT INSTITUTE FOR SCINCE & COMPUTER. (American Council Accredited Certificate-ACAC).**  **\*EYFS course (Early year foundation stage)**  **\* ISO 9001 course.**  **\*Teaching Arabic for non Arab speaker. (Course)**  **\*body language course.** |
| *Interests* |
| Reading& learning.  * **Seeking for development and learninng .** |
| *Advantages* |
| Creative , patient , happy and confident espirit.UAE driving license & Car.  * **Certificate from Dubai corporation for emergency services.**  Adaptable to work within multi-culture environment.Cooperative and high ability to work in team.Good skills in dealing with kids of all ages.Learning from the experience of others. |
| *\*All Academic certifications and documents will be submitted upon request.* |