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| Curriculum Vitae |
|  Ibtisam  |
| 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.**
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| *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 .**
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| *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.* |