

Sara Odeh

Bachelor's Degree Holder



A recent graduate, creative and skilled person with good experience in designing, marketing and customer service gained by serving in different positions and companies in addition to self learning.

I'm looking for utilizing and developing my skills hopefully by joining your team to share successfulness and achieve our common goals.



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odehodeh62@gmail.com



Amman - Jordan



Nationality; Jordanian



25 Years



Own a car

SKILLS

- Strong Communication Skills
- Time management
- Computer Literacy
- Data Analysis
- Problem-Solving
- Discipline & Commitment
- Project Management Tools
- Emotional Intelligence

LANGUAGE

- English -good
- Arabic - Native

REFERENCES

Available Upon Request

EDUCATION

BACHELOR OF LAW

Applied Science Private University

2019-2023

BUSINESS & CORPORATE MANAGEMENT TRAINING DIPLOMA

Applied Science Private University

2017-2018 300 Training Hours

EXPERIENCE

PRINT OPERATOR

Bazariya Company for Printing Services

2016-2017

- Operated and maintained printing equipment to ensure smooth and efficient printing processes.
- Set up printing equipment, including selecting appropriate materials and adjusting settings based on job specifications.
- Monitored print quality throughout the printing process and made necessary adjustments to ensure accurate and consistent output.
- Conducted regular quality checks to ensure prints met required standards, including clarity, color accuracy, and defect-free output.

CALL CENTER

Adobe Creek Trade & Marketing

6 months

- Provided exceptional customer service by addressing inquiries, resolving issues, and ensuring customer satisfaction.
- Developed a deep understanding of the company's products or services to effectively assist customers and provide relevant information.
- Exhibited strong problem-solving skills by actively listening to customers, identifying their needs or concerns, and offering appropriate solutions or escalating issues when necessary.
- Effectively managed multiple tasks, such as entering customer information, updating records, and addressing inquiries simultaneously while maintaining a high level of accuracy.