



## SONIA TAYSEER

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🏠 Al bayader Amman

### SKILLS

Word

Excel

Internet

Translation

Windows

### LANGUAGES

Arabic

### EDUCATION

I attended the Arab Open university for one and a half years and for special circumstances I did not complete my bachelor's degree

Arab open university, Amman Jordan

### EMPLOYMENT

#### Secretary/Human resources manager

Manasat falcon group

- answering to costumers inquiries,demands and filling scheduling payment lists for the suppliers
- organizing the meetings and visits of foreign suppliers
- taking care for the everyday practical matters of the company
- repond to email and write professional letters
- translating the company files
- making profile company
- Create schedules for employee shifts
- creating schedules for employees salary
- make sure that the employees do their jobs perfectly
- enterview New employees

#### Private english teacher

- Developing reading , writing , listening and speaking skills in students aged 6-8
- Gradi homework and assignments

#### Cashier

Rokn alhadaya company

#### English teacher

Sunrise academy

- Managing classes of 12-15 student
- graded homework and assignments and exams
- teaching reading , writing ,speaking in English

#### Receptionist

Minisk company

- Handled incoming and outgoing telephone calls
- greeted customers and directed them with their destination
- develop documents meeting ,noted and take insuring 100% accuracy