



MALAK KHARNOBY

business administration

About Me

With a very good grade point average of 78.3, I graduated from Yarmouk University in 2023. I have a lot of experience, am active, and have high goals.



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LANGUAGE

- English (very good)

EXPERTISE

- Management Skills
- Creativity
- Digital Marketing
- Negotiation
- Critical Thinking
- Leadership

EXPERIENCE

- One year and one month of experience working for the Women's Fund Company in a finance capacity.
- three months of work experience as the office manager at Full Mark Educational Center.
- Experience with data entry and secretarial tasks; familiarity with Excel and PowerPoint; familiarity with electronic marketing; administrative secretarial work; project management; familiarity with financial statement analysis.
- expertise carrying out financial analyses
- Working knowledge of projects with budgets between \$20,000 and \$25,000.
- possess expertise in managing human resources You've worked in customer service before. Have the capacity for professional advancement.

CERTIFICATES

- customer experience
- job empowerment
- principles of human resources management
- functional coordination
- financial and digital analysis studies
- project management
- secretarial and data entry
- printing
- Marketing Certificate
- PowerPoint

SKILLS SUMMARY

Analysis of financial
statements

78 %

Project Management

81 %