

SANDRA HAMZA EL-HAKIM

✉ sandrahakeem24@gmail.com

☎ 00962796007067

🏠 Amman/Jordan

Dear Hiring Manager,
Greetings..

I hold a bachelor's degree in Spanish and English languages and literature from University of Jordan in (2019 / 2020). My personality, my various training, make me strong candidate to work in your company and deal with different types of people.

I am a hard worker, flexible , pays attention to details and a good team leader. I put myself through different experiments that enriched my experience & skills.

I am keen to work in a company with a great reputation, I have excellent references and would be delighted to discuss any possible vacancy with you at your convenience, In case you don't have any suitable position at the moment, I will be grateful If you keep my CV on file for any future possibilities.

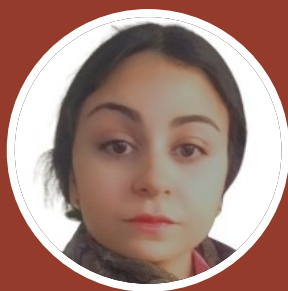
I would like to further explain my motivation for the position of your company during a personal meeting. You can reach me either by phone via 00962796007067 or by email via sandrahakeem24@gmail.com.

Thank you for your consideration. I look forward to hearing from you.

Sincerely,

Sandra Hamza El-Hakim

Attachment: Resume



SANDRA HAMZA EL-HAKIM

✉ sandrahakeem24@gmail.com

☎ 00962796007067

🏠 Amman/Jordan

📅 July 26, 1993

🇯🇴 Jordanian

PROFILE

Seeking a challenging position with progressive organization, where there is an opportunity for growth and creativity.

LANGUAGES

Arabic

English

Spanish

Italian

EDUCATION

Bachelor's Degree in

Spanish and English languages and literature at University of Jordan, Jordan

GPA: 2.80 / Rating: Very Good

EMPLOYMENT

Call center executive

Aramex international, Jordan
(limited contract)

COURSES

HR course	Dec 2022
Risk & SWOT Analysis	Jan 2020
Business Model	Jan 2020
Creating Entrepreneurial Ideas	Dec 2019
ICDL	Dec 2019
English Writing Skills	Dec 2019
Presentation Skills	Nov 2018

SKILLS

- Work Under Pressure
- Computer Skills MS Word, MS Excel, MS Works. Internet.
- Responsibility.
- Communication Skills
- Hardworking
- Self- Motivated
- Team work, Individual work
- Skills in answering incoming calls & responding emails.
- Time management
- Social Media Skills