**Enas Omar Othman**

Amman, Jordan

Tabrbor .

Mobile: 079-7090355

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**Personal Information:**

- Gender :female.

Nationality: Jordanian. -

Marital Status: Married

Date of birth: apr23,1985. -

**Educational background:** 2005-2006 :Tawjihi at Nayfh school, Awarded a grade 70%
2006- 2008: Diploma Interior Design at Alia'a College.

**Languages:**

**-Arabic :** Mother Tongue

-**English :** Good

**WORK EXPERIENCE:**

Mar 2,2008 – Mar 17,2019 .. **Logistic Officer** in UGC

**Tasks:** (( Entering and removing materials in the warehouse, following up the materials balances, determining the demand limit and import request , Receipt of the shipment from Dubai, inventory of the shipment and its introduction into the system **“Masar System”** , Follow up the delivery and delivery of customers and the prepare of orders ))

She also, worked as an **Assistant** with many departments..

“ **HR (** Menaitech \ follow up staff time and filling **) , Marketing (** Follow up the application and speak with clients **/** enter Invoice ,filling and help with required tasks )”

**Personal Skills:**

* - Excellent team worker; function well under pressure.
* - Able to concentrate and pay attention to detail.
* - A good planner, active decision maker, effective time manager..
* - An active listener, excellent communicator.
* - Accept the advice in a positive spirit and work out.

**Computer:**

 MS Office (Word, Excel, PowerPoint, Outlook).-

 Skillful at navigating through the Internet Explorer.-