

Mira Maher Abu Safaqa



Personal details

Name

Mira Maher Abu Safaqa

Email address

Meramaher8@gmail.com

Phone number

0799024500

Address

Khalda
Jordan Amman

Date of birth

June 19, 1999

Career Objective

- To find a career in a well-respected organization where I can gain experience, Knowledge, at the same time; I can be a creative, productive and an active Member of the organization. I'm ambitious, fast learner, willing to share knowledge with everyone and looking always to do the best of my effort.

Education

Bachelor's degree in Logistics and Supply Chain Technologies

2021 - Present

Luminus Technical University College, Amman

higher International Diploma in Human resources management

2018 - 2020

Luminus Technical University College, Amman

Experiences

HR & Admin Specialist

Dec 2022 - Present

Ozan Engineering Technologies Company, Amman

Call Center/ Customer Service

Feb 2021 - Dec 2022

Nestle Mineral Water Company, Amman

Secretary and data entry

Dec 2020 - Feb 2021

Hassan Hawatmeh Dental Clinic, Amman

Dental assistant and secretary

Aug 2019 - Dec 2020

Bab Al Salam Clinics, Amman

Skills

Computer Skills**Active listening skills****Communication skills****Customer service skills****Interpersonal skills****Leadership skills****Management skills****Problem-solving skills****Time management skills**

Languages

Arabic



English



Courses

Customer Care Service

Mar 2022

Human Resources Course - Science
Caravan academy for consulting & training
(1 year experience certificate + a letter of
recommendation from trainers)

Feb 2021

Course in call center, body language,
communication skills

Feb 2019

References

References available upon request.