

F / A Faten Abudalu

A d m i n A s s i s t a n t



0795144517



adeebabudalu@gmail.com



Albhaira/Alsalt/Jordan

A B O U T M E

Capable, determined, confident, and well-organized administrative assistant, with good experience in supporting mid and senior-level managers by providing them with consistent clerical support

S K I L L S

7 / 10

Typing

8 / 10

Using Computer Applications

9 / 10

Data entry

E D U C A T I O N

BA of management information systems

Balqa'a Applied Univercity

2005-2009

E X P E R I E N C E

Secretary

Iraq Co. for backing tea/Amman. 2009-2010.

facilitating communications within an office and fielding interactions with the public. Their duties include answering and redirecting phone calls, scheduling meetings and providing personalized support for other employees in their office.

Receptionist

AYA Group/ Amman. 2010-2011

- Receiving visitors at the front desk by greeting, welcoming, directing and announcing them appropriately
- Answering screening and forwarding incoming phone calls
- Receiving and sorting daily mail

Customer Service

Computer company/ Amman 2010