

Malak Nazzal, Executive Secretary

inbid 21110, Jordan, 0782587006, malak anwar 98765@gmail com

Date of birth 19879117 Nationality Jordanian

Place of birth Kuwait Driving license Received it

PROFILE Executive Secretary with extensive experience in business management and administrative

support, spanning sectors such as contracting and trade. Skilled in data entry and customer relations, supported by a diploma in Business Management from Al-Balga Applied University

EMPLOYMENT HISTORY

Jan 2013 — Apr 2013 Executive Secretary, Tahia Housing & Contracting Co.

'Served as Executive Secretary, focusing on providing high-level administrative support and ensuring

'smooth communication across the organization. Managed executive schedules.

Jan 2010 — Jan 2012 Accountant & Data Entry, Majdi Abdel Hamid Import & Trade

Held dual roles in accounting and data entry, responsible for maintaining accurate financial records 'and ensuring data integrity. Prepared financial reports.

Jan 2007 — Jan 2009 Administrative Secretary & Data Entry, Al-Rowad Establishment

Performed duties as Administrative Secretary and Data Entry Specialist, focusing on efficient data 'management and administrative support.

EDUCATION

Jan 2016 — Jan 2018 Diploma in Business Management, Al-Balga Applied University

Jan 2019 — Dec 2019 Computer Course, NASA Institute

Jan 2008 — Jan 2009 Beauty Course, Vocational Training Corporation

SKILLS 'Administrative Support Expert Financial Reporting Expert

Data Entry Expert Project Coordination Expert

Business Management Expert

LANGUAGES. Arabic Native speaker English 8

HOBBIES Reading, Horseback Riding, Padel, Cycling, Fitness & Gym