

Haneen Ftayeh

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Summary

Detail-oriented and organized professional with a background in data entry and reception, seeking a challenging position that allows me to utilize my skills and contribute to a dynamic team.

Skills:

- Accuracy
- Teamwork
- Time Management
- Adaptability
- Attention to detail
- Well-organized
- Computer skills

Work Experience:

- **Data Entry**

Ministry of Internal Trade, Deir El Zour, Syria

12/2019 – 09/2022

- Successfully managed data entry tasks, ensuring accuracy and efficiency in processing information.
- Collaborated with colleagues to streamline data collection and analysis processes.
- Maintained strict confidentiality and data security protocols in compliance with regulations.

- **Receptionist**

Beauty Center, Damascus, Syria

11/2017 – 01/2019

- Greeted clients and provided excellent customer service, contributing to a positive client experience.
- Managed appointments, phone calls, and inquiries efficiently.
- Assisted with administrative tasks, including appointment scheduling and inventory management.

Education:

- **Software Engineering Technology - Artificial Intelligence**

Centennial College, Ontario, Canada.

2024 – Present

- **High school Diploma**

Durham Catholic District School Board, Ontario, Canada

2023 – 2024

- **Bachelor's Degree in Petrochemical Engineering**

Al-Furat University, Deir El Zour, Syria.

2011 - 2017

- High School Diploma

Ghasan Abood High School, Deir El Zour, Syria.

2008 - 2011

Languages:

- Arabic
- English