

# SHAHED ALDWEKAT

MANAGEMENT INFORMATION SYSTEM

## CONTACT



+962 7 8086 5742



shaheddwikat76@gmail.com



06. Apr .1998



Zarqa, Jordan



Jordanian



Single

## PROFESSIONAL SUMMARY

- Ambitious professional actively seeking employment opportunities. Equipped with a versatile skill set and a track record of success. Eager to contribute to a dynamic work environment, aiming to align personal growth with organizational objectives.

## EDUCATION

- BSc in Management information system | Zarqa, Jordan  
Hashemite university |2017 - 2020

## COURSES

- Data Entry From Princess Sumaya University for Technology  
Apr 2022 - Oct 2021 - Dec 2021 | Amman, Jordan

## KEY SKILLS

- Microsoft Office Suite.
- Self-learning.
- Verbal and Written Communication.
- Organization and Time Management.
- Attention to Detail.
- Thrives in a team environment.
- Customer Relationship Management
- Problem Solving.
- Quality Control and Process Optimization.
- Team Collaboration.

## VOLUNTEER WORK

- Makne  
Mar 2023 - Jun 2023

## INTERESTS

- Reading and research.
- Cooking and experimenting in the kitchen.
- Nature photography.

## LANGUAGES

- Arabic: Native.
- English: Very good command of reading, speaking, and writing.

## REFERENCES

- References are available upon request.