

## PROFILE

- Date of birth: 28 Nov 2002
- gender : Female
- Nationality: Jordanian
- Marital status: Single

## LANGUAGE

- Arabic : Mother tongue
- English: Very Good

## CONTACT ME



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Shtafina Str. -  
Khaldia, Amman -  
Jordan

# RAGHAD SHANNAK

Recent graduate holding a degree in Management Information Systems , recognized for a motivated and proactive approach. Seeking to contribute to a dynamic work environment , I bring enthusiasm for tracking challenges and a commitment to exploring meaningful opportunities within the field. Prepared to apply academic knowledge to make a positive impact in a professional setting.

## ➤ EDUCATIONAL BACKGROUND

### THE HASHEMITE UNIVERSITY

BS in Management Information System  
Graduated Jan-2024

## ➤ WORK EXPERIENCE

project coordinator at Kids Fun Zone  
Jul 2022-current

- Administrative Support
- Customer Service and follow up with the clients
- coordinate the staff
- Technology Proficiency

## ➤ SOFT SKILLS

- Excellent communication skills and work ethics.
- Having a clear sense of identity, purpose, and direction.
- Conscientious
- Organized , accurate , and detail oriented
- Flexible and adaptable
- Fast learner with positive attitude
- Multitasker with good time management skills
- Driving license

## ➤ COMPUTER SKILLS

Good in using Microsoft office  
(Word,Excel & Powerpoint)  
beginner in ( c++ , java , flutter )