

RUBA SALAHUDDIN OTHMAN AL-WAGEEH

Amman , Aqaba - Jordan



23.04.1996



+962798791721 - ID " 9962074112 "



Ruba.Shandaq23@gmail.com



EDUCATION

02.2015 - 07.2019 **Bachelor Degree in Tourism Management**
At -Jordan University

EXPERIENCE

03.2022 - 05.2022 **Crystel**
Customer Service - Trainee

07.2021 - 01.2022 **Health Care Clinic**
Secretary

12.2019 - 02.2021 **Health Care Clinic**
Secretary & Dentist Assistant

07.2020 - 10.2020 **ASEZA**
Front Office - Trainee

CAREER OBJECTIVE

- To obtain a responsible position in an organization allowing me to utilize my qualifications and education , I am always ready to work in a team as I believe this for sure will enrich the work , Definitely I am always ready to learn more .

COURSES

- General English (2021) .
- E - Tourism (2019) .

KEY STRENGTHS

- Highly organized
- Attention to detail
- Able to juggle multiple tasks and responsibilities
- Good reader, very good presentational and very optimistic person.

SKILLS

- ✓ Multi Tasking & Time Management
- ✓ Decision Making & Problem Solving
- ✓ The ability to work well with others.
- ✓ Leadership skills and able to work as part of a team.

COMPUTER SKILLS

Microsoft Powerpoint

Microsoft Excel

Microsoft Word

PERSONALITY

- *Communicative*
- *Punctuality*
- *Creativity*
- *Organized*

HOBBIES



Basketball



Swimming



Travel

LANGUAGES

<i>Arabic</i>	<div></div>
<i>English</i>	<div><div></div><div></div></div>

REFERENCES

- *References available upon request.*