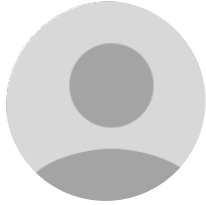


# علا ابو الفيلات



شخصية قيادية إلتزام المواعيد سريعة التعلم وحل المشكلات في العمل ضمن الفريق

● I'm available to start right away

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## Experience

سكرتيرة تنفيذية

شركة مستودع الترك للدوية

Jun 2008 - Dec 2017

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## Skills

Computer skills   Communication   Leadership  
Teamwork   Interpersonal   Fast Learner  
Adaptability   Self-management   Problem-  
solving   Willingness to learn   Multi-tasking  
Negotiation   Business Correspondence   Contracts  
Preparation   Telephone conversations   Conducting  
presentations   Documents Audit   Email usage  
knowledge   Working with Databases   Staff  
Motivation   MS Excel   MS Word

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# Training Courses

موارد بشرية

جمعية افرا للموارد البشرية

Apr 2020 - Apr 2020

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## Information

Nationality

Jordan

Gender

Female

Own Vehicle?

Yes

Driving License?

Yes

License Type

Private Passenger Vehicle

Education Level

Diploma

Experience Level

6-10 Years

Skills

Computer skills,  
Communication

Languages

Arabic, English

Country of Residency

Jordan