

# Saba Atia

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## Summary

Highly motivated and detail-oriented Business Management graduate with a passion for driving organizational efficiency and growth. Possesses a strong background in business operations, data analysis, and project management. Skilled in collaborating with cross-functional teams to deliver innovative solutions.

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## Professional strengths include:

- Adept at project management and task
- Detail-oriented
- Proficient in Microsoft Office suite (Word, Excel, Outlook)
- Work effectively in a team environment
- Quick learner
- Excellent communication skills
- Strong problem-solving and practical thinking abilities
- Organizational skill

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## Certificates

### ***-Printing and Secretarial (2022)***

**The Ministry of Digital Economy**

### ***- Organization Course ( 2022)***

**Consulting and Training Center at Aqaba University of Technology**

### ***-ICDL Preparation Course (2023)***

**The Ministry of Digital Economy and Entrepreneurship**

### ***-Digital Marketing Course (2023)***

**Talal Abu-Ghazaleh Knowledge Society**

### ***-English Language Course – Level 3 (2019)***

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**Education**

**Bachelor's Degree in Business Management**

Aqaba University of Technology – *Aqaba, Jordan.* ( 2021-2024)

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**Languages**

**Arabic:** Native

**English:** Good