



## **Bothayna osama Alswaeiss.**

**Address:** Amman/Marj Alhmam.

**Telephone(mobile):**+962-797576958

**Date of birth:**15 sep 1990

**Nationality:** Jordanian.

**Marital status:** Single.

### **Education and qualification:**

2008-2011B.Sc. in business administration (3.48) Very good,University of Jordan, Amman-Jordan.

2011.obtained ICDL certification.

2007-2008 Secondary school Aysha bent Abu baker it branch (93).

### **Career objectives:**

To seek a job that has a good working environment and to have a chance to prove myself in any opportunities that come in line with my experience and educational background.

### **Characteristic:**

- Consistently approaches work with energy and a positive,constructive attitude.
- Remains calm, in control and good humored even under pressure.
- Demonstrate openness to change and ability to manage complexity.

### **Languages:**

- Arabic: native language.
- English: good.

### **Special skills:**

- Computer Skills(Microsoft office-word , excel, access,...).
- Typing in Arabic and English.
- Communication Skills.

### **Reference:**

- Available upon request.

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