



Inas Ahmed Ismaiel.

Amman – Jordan

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OBJECTIVE

Seeking a challenging position in the field of office management where my knowledge, education and experience are fully utilized.

SKILLS

Languages

-Arabic: Mother Tongue

-English: Good

COMPUTER SKILLS

- Excellent user of Ms word, Ms Excel , Ms Windows (Millennium 98, 2000, XP and internet (

Other Skills

Excellent Communication Skills.

Ability to work well in teamwork and under pressure.

Very fast learner and always ready to learn more.

EDUCATION

Future institute / Cairo , Egypt

Diploma in Managing Information System

WORK EXPERIENCE

2001Till date

Halawa Garment manufacturing and service company Sadat City –Egypt

Chairman Office manager

Responsibilities

- Prepare correspondence, reports, and materials for publications and presentations.
- Setup accommodation and entertainment arrangements for chairman visitors.
- Answer telephones and handle in appropriate manner.
- Meet and greet clients and visitors.



- Perform general clerical duties to include but not limited to: photocopying, faxing, mailing, and filing.
- Maintain hard copy and electronic filing system.
- Other duties as assigned.

1997to 2001 cairo Egypt

ABC Market Food

Worked as Pay Role employee in HR division

Responsible for guttering and maintaining any data related to the pay role

Managing the time attendance application/policy and its reflection on the salary's system

INTERESTS

reading , internet and music

PERSONAL INFORMATION

Nationality: Jordanian

Date of Birth: 20-09-1979

Place of Birth: Amman

Marital Status: Single

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