



Personal Information

Name : **Mahmoud Mousa AL-Hadidi**
 POB : Jordan
 DOB : Dec, 31th, 1989
 Nationality : Jordanian
 Religion : Islam
 Address : Al-Salt
 Tele : 00962779241598 - 00962785787241 - 053555429
 Email : mhadidi89@yahoo.com
 Marital Status : Single

Academic Information

Year	Degree	Source	Rank
2007	General High School Degree	Salt Secondary School	68.7
2011	Bachelors of trading and economy (Business Administration)	Al Balqa Applied University	2.11

Career Objective

Obtain an employment in the field of my specialization, where I can continue to develop my current skills base, expand my skills and honor my responsibility to achieve and maintain the highest level of professional competence.

Skills

- *Excellent typing & correspondence skills.
- * Proficient use of MS Office suite.
- * Organized, Detailed and highly Professional.
- * Process all incoming correspondence such as regular mail, faxes, e-mails, telephone calls.
- * Maintain an organized filing and follow-up systems for all correspondence.
- * Take dictation in shorthand, typing reports, memorandums.
- * Arrange appointments and meetings takes minutes and maintains agenda.

Languages

Arabic: Fluent speaking, comprehension and writing.
 English: Average speaking, writing and comprehension.

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