



### *General Information*

Name	<b>Majeda Ali Abu Farwah</b>
Birth Date	4 <sup>th</sup> Apr 1991
Nationality	Jordanian
Email	<a href="mailto:mabufarweh@yahoo.com">mabufarweh@yahoo.com</a>
Mobile	+962 79 6246711
Marital Status	Single

### *Education*

Degree	Deplom in Management Inforation System from Amman Traninig Collage
GPA	76.4/100 (Rating Very Good)

### *Experience and Past Projects*

<input type="checkbox"/> <b>Izhiman Global Trade &amp;Investment Group/ Secretary-Trainee ( Aug 2010 – Oct 2010)</b>	
Secretary	Manage and control office mail and do secretary tasks.
Data Entry	Enter data of the sales and vouchers of the office into the desired system.

### *University Important Courses*

Mangagement
Technical Analysis
Accounting
Computer Networks
E-Commerce and Webpage Development
Database

### *Personal Skills*

Microsoft Office (Word, Excel, Access, Outlook ... etc)
Browsing the web
Printing skills (Arabic & English)



### *Programming Skills*

<i>Language / Technology</i>	<i>Beginner</i>	<i>Good</i>	<i>Very Good</i>	<i>Excellent</i>
VB.6			<b>X</b>	
C++			<b>X</b>	
Database		<b>X</b>		

### *My Personality*

I am strongly motivated to be organizationally active and work well with others; I have strong analytical thinking and problem solving skills, I have the ability to work under pressure, and enthusiasm, and also willingness to learn new skills very quickly.

My personal interests include browsing the web and playing computer games

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