



RAGHIDA PHILIP KHOURY

Mob: 00962 777 99 1203 -00962 79 88 90 356

E-mail: raghida.khoury@hotmail.com

Address: Amman-Tla'a Al Ali- Gardens Street



Objectives

To gain more experience, improve my skills and obtain a good position in a remarkable company, keep my brain working and up to date.

Personal information

Place and date of Birth: Lebanon- January 9, 1963

Nationality: Jordanian- Lebanese

Marital status: Married

Experience

- 2010 Secretary and Admin assistant at Metals (Middle East Tours and Limousine Services) – Amman- Jordan.
- 2009-2010 Executive Assistant and Translator at the Asbat Translation House- Amman- Jordan
- 2008-2009 Office Manager at the International Energy Consultant Enterprise- Jordan
- 1998-2010 Translator as a free lance; translating press articles, catalogues, books, researches.... {English- French- Arabic}-Jordan
- 1990-2003 Trips Organizer for friends, neighbors, and family members-Jordan
- 1983-1988 Air Hostess at Kuwait Airways- Kuwait
- 1981-1983 Librarian at Khoury Library- Lebanon

Education

- high school, Arabic and French-Lebanon
- 1983 English course at the American Center-Lebanon
- 1984 Appearance and make up course by Yves Saint Laurant- Kuwait
- 2003 Computer course at the Computeach- Jordan
- 2009 Simultaneous translation course at the Asbat Translation House-Jordan
- 2009 Written translation course at the Asbat Translation House-Jordan
- 2011 Diploma of Human resource Management at the British Council- Cambridge University –Amman- Jordan.



Languages

Arabic: Native language, excellent reading, writing and speaking

English: Excellent level in reading, writing and speaking

French: Very good in reading, writing and speaking

Skills

- Excellent communication skills
- Use computer skills with excellent command on Microsoft Office, web browser, e-mails, and filing
- Have a driving license
- Able to travel whenever needed
- Able to learn quickly
- Able to work under pressure
- Able to work alone and as a member of a team
- Creative, problem-solver with positive attitude
- Time management skills

Raghida Philip Khoury
20/7//2011

[Back to Jordan Highlight](#)