

Contact

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Languages

Arabic (native)

English

Hebrew

**Zaid .B. Sardaneh**

Summary

Jordanian, 31 years old, Office manager and first-class secretary since 2018. Experience in office work, customer service, secretarial work, administrative organization, and data entry since 2012, salles Experience for 3 years in the online selling , call center for 3 month in UAE.

Skill Highlights

|  |  |
| --- | --- |
| * Data entry
* Secretary
* Customer service
* good knowledge in office software
* website designer and developer
* teamwork
* salles Experience
* call center
 | * Work under pressure for long periods of time
* Creativity and dedication to the profession
* The ability to update and develop
* Speak three language (Arabic – English – Hebrew)
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Experience

 **Office admin and data entry in JORDAN GOVERNMENT** – 2012 to 2015

 **Secretary in JORDAN GOVERNMENT – 2015 - 2018**

 **Office manager in JORDAN GOVERNMENT** – 2018 to 2020

**Office manager** **in** **JORDAN GOVERNMENT** –**JAF** / QUEEN ALIA INTERNATIONAL AIRPORT ( QAIA) – 2021 to 2023

**Customer service 2024**

Education

High school : **irbid high school** (secondary school)

Diploma in Military education - JAF

Certifications

Auditing and information entry clerk course

PHP course

English course

Hebrew course