



Bayan Alshammari

I have completed my studies in office management and information, and I have experience in the field. I am a passionate and dedicated person, always looking for opportunities to improve and learn new skills.

Contact

Phone

0778822291

Email

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Address

Jordan-Maan

Education

2012-2016

Bachelor's degree in Office Management and Information.

Hussein bin Talal

Expertise

- ICDL
- Printing Course
- TOT
- Typing and Secretarial Course.
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Language

English

Arabic

Experience

○ 2023-2024

The United Nations organization located at Princess Basma Center

Secretary.

A secretary in an organization responsible for managing administrative tasks and support. Her role includes organizing meetings, managing correspondence, preparing documents, and coordinating the daily schedule. She also acts as a point of contact between different departments in the company and external clients, ensuring seamless and effective communication. Her attention to detail and organizational skills are vital for the smooth operation of the organization.

○ 2018-2019

Chamber of Commerce and Industry - Ma'an

Office and Administrative Work

My job was as a secretary in this office, where I was responsible for organizing appointments and meetings, coordinating between different departments, as well as preparing reports and official correspondence. I had to ensure the smooth daily workflow and maintain an organized and efficient work environment.