

NAREMAN FLAIFEL

Amman, Jordan

Phone: 0796675354 • Email: naremanssf20@gmail.com

Objective

I seek to join an organization that offers unique opportunities to develop my professional skills and benefit from my experience in content management and digital accounts. I aspire to achieve outstanding performance in a dynamic work environment that enables me to contribute to achieving strategic goals and tangible successes.

Education

Bachelor's Degree in Management Information Systems

Hashemite University, Jordan | 2011

Courses & Certifications

- Training of Trainers – Talal Abu-Ghazaleh Knowledge Society | Oct 2022
- Microsoft Excel (Advanced) – Ministry of Digital Economy and Entrepreneurship | Dec 2022
- Media and Information Literacy – King Abdullah II Fund for Development | 2023
- Content Creation Course – Hkaled Sabbagh | 2023
- Digital Marketing Course – Talal Abu-Ghazaleh Knowledge Society | Nov 2023
- E-commerce – Hkaled Sabbagh | Nov 2023
- Vipe Coding Course - Hkaled Sabbagh | June 2026

Work Experience

Data Entry Specialist

- Entered, verified, and managed data with high accuracy.
- Prepared and organized digital records and reports.
- Ensured compliance with data quality standards.
- Utilized digital tools and software to maintain data integrity and efficiency.

Skills

- Data Entry & Data Management
- Microsoft Office (Excel – Advanced)
- Digital Marketing & Content Creation
- E-commerce Platforms
- Accuracy & Attention to Detail
- Time Management & Organization

Languages

- Arabic: Native
- English: Very Good