

Taghreed Jamil Abdelfattah Alakhrass



Date & Place of Birth : April. 4 , 1987 Amman
Nationality : Jordanian
Marital Status : Married
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Summary

Responsible for supporting high-level executives and management or entire departments. Provides administrative support and performs numerous duties, including scheduling, writing correspondence, emailing, handling visitors, routing callers, and answering questions and requests.

Education

- Diploma in Cosmetology 2007 at Amman Training College.
- Diploma in Business Administration 2015 at Al Khwarizmi College.
- I have International Computer Driving License (2008)

Languages

- Arabic: Mother Tongue.
- English: Very Good.

Experiences

- Executive Secretary, Jordan Vegetable Oils Industries Ltd from 14/01/2014 until Now.
- Secretary, the Engineering Maayear Co. from 27/08/2013 to 23/10/2013.
- Sales, Kabatilo & Hraiz from 04/06/2013 to 22/08/2013.
- Executive Secretary, Jordanian Austrian Chemicals Co from 27/11/2010 to 21/02/2013.
- Sales, Aklouk Brothers from 01/06/2010 to 30/09/2010.
- Data Entry, Petra Express from 5/1/2009 to 25/3/2010.

Primary Responsibilities

- Provide administrative and clerical support to departments or individuals.
- Schedule meetings and arrange conference rooms.
- Alert manager about cancelations or new meetings.
- Manage travel and schedule.
- Handle information requests.
- Prepare correspondence and stuff mail into envelopes.
- Arrange for outgoing mail and packages to be picked up.
- Prepare statistical reports.
- Manage spreadsheets.
- Greet and receive visitor.

- Prepare confidential and sensitive documents.
- Coordinates office management activities.
- Determine matters of top priority and handle accordingly.
- Prepare agenda for meetings.
- Takes and transcribes dictation.
- Helps prepare office budget.
- Plans events and volunteer activities.
- Maintain office procedures.
- Coordinate travel arrangements; prepares itineraries; prepares, compiles and maintains travel vouchers and records.
- Operate office equipment, such as photocopier machine and scanner.
- Coordinate committees and task forces.
- Relay directives, instructions and assignment to executives.
- Receive and relay telephone messages.
- Direct the general public to the appropriate staff member.
- Maintain hard copy and electronic filing system.
- Sign for UPS/Fed Ex/Airborne packages.
- Receive, direct and relay telephone messages and fax messages.
- Direct the general public to the appropriate staff member.
- Maintain the general filing system and file all correspondence.
- Assist in the planning and preparation of meetings, conferences and conference telephone calls.

Special Characteristic

- Honest saves established Secrets.
- Characterized by tact and good conduct.
- Characterized by intelligence and the power of memory.
- Strong self-confidence.
- Good-looking.
- Perform work perfectly and accuracy.
- Characterized by fluent in speech and good listening.
- Able to express correct language.
- Familiar with the regulations and laws in place within the facility.
- Good Print Dictation Copies.
- Information processing and data communication skills.
- Set up appointments and reception skills.
- Professional in MS Office, Windows; Internet.

All required documents and any other information are all available upon request.