***Curriculum vitae***

**Huda Al Saleh**

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**e-mail address: had\_hood2009@hotmail.com**

**Nationality: Jordanian**

**Place and Date of Birth: Amman, 7th April 1992**

**Status: Single**

**Objectives**

To build and shape my experience to contribute to the success and development of organizations where I can achieve successful outcomes and results, and where I can personally develop and utilize my education, training and experience.

**Education**

Open Arab University 2013-2017

BS degree in English Literature

The Intermediate University College 2011-2013

Diploma in English language

General certificate of Education (Tawjihi), 2010-2011

Literature section 2010-2011

**Certifications**

NLP Diploma ([Neuro-linguistic programming](http://www.google.jo/url?sa=t&rct=j&q=&esrc=s&source=web&cd=1&cad=rja&sqi=2&ved=0CCgQFjAA&url=http%3A%2F%2Fen.wikipedia.org%2Fwiki%2FNeuro-linguistic_programming&ei=2V00Uo7kO4fE7AbU8oG4Cw&usg=AFQjCNGciYMeIJnM8RCILbOFT0uZcN3Ymg&bvm=bv.52164340,d.Yms)) December 2012

Diploma Clarins Cosmetics and Skincare Company as a hand demo expert.

Learn Translation Simply December 2020

**Professional Experience**

**Jordan Enterprise Development Corporation (JEDCO):** 6 months 2014

Administrative Assistant in Grants & Financial Section: maintain proper archiving of contractual files and correspondences, tracking financial supporting documents and excel reporting.

**Gift Centre Trading Company (Gift Centre main stores):** 3 Years

Sales supervisor in cosmetics, perfumes and skin care section

**Al-Koun School** 6 months

English Teacher (elementary, 4th and 5th grades) – 6/12/2017 to 14/6/2018

**Key Skills**

* Excellent communications skills,
* Excellent organizational and time management skills
* Computer skills in Microsoft Word, Excel and PowerPoint
* Self-motivated and goal achiever
* Ability to identify and solve problems, wisely dealing with different personalities in a diplomatic manner.

**Interests and activities:**

Highly motivated, quick learner, highly organized, possessing unique ability to work independently and in a team environment, can work under pressure, interested in technology, reading, and socializing.

\*All supporting documents will be available upon request.