HAMZA AL-DOWIKAT

ABOUT ME

A polite, friendly and sociable person who can coordinate the flow of the paperwork around the office, who can also use computers so solve and finish daily complex activities in the field

EDUCATION

-High School certificate
ALI BIN ABI TALIB SCHOOL - 2015
-Bachelor's degree in Management Information System (MIS)
Al Ain University – 2020

CERTIFACTES

- The International English Language Testing System (IELTS): 6.00 – (2015)
-TIMS2011 Certificate
-PIRLS2011 Certificate
-Certificate for completing a training in business plan preparation course
-Certificate for completing a training in business plan preparation course (2020)
-Certificate for completing a training in steps of starting an E-commerce business course(2020)
- Certificate for completing a training in business plan preparation course(2020)

COMPUTER SKILLS

- Can use and navigate easily in Microsoft WORD ,EXCEL and POWERPOINT
- brief experience in C++
- brief experience in HTML
-brief experience in SQL
-brief experience in php
- can use Microsoft QM

PERSONAL INFORMATION

DOB: 31-12-1997
Nationality: Jordanian
Place of Birth: Amman - Jordan

CONTACT

PHONE:
0563763376

EMAIL:
Super.hamzeh@homail.com

LANGUAGE SKILLS

-Fluent Arabic
-Fluent English

WORK EXPERIENCE

- **Internship at Abu Dhabi Islamic Bank (ADIB) – (2020)**

Dealing with customer
Sending text messages to the clients
Filling and organizing different forms
Data entering
Make cancellation for ATM, VISA and check book by using program in computer under supervision.

- **Sport Social media account manger (2014-2017)**

Communicate with followers
Creative content
Posting news regularly

- **Part time employee at AlEltzam food stuff trading company (2017-2018)**

PERSONAL SKILLS

- The ability to work with other people as a team
- the ability to able to adapt to new situations and environments
- comfortable with using computers
-The ability to analyze data using a computer
-strong written and oral communication skills