



# Rana Nabil Ibrahim Melhem

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## Personal Data

- Date of Birth : 3/12/1998
- Place of birth : Amman
- Nationality : Jordanian
- Marital status : single

## Objective

To maintain a career track that will test my abilities and push me to reach my fullest potential. To find a work environment that will enable me to grow my talents and maintain a positive career path on Management.

## Education & Training

- Bachelor Degree of Business and administration from Al-Zaytoonah University of Jordan rating 85.3% (Excellence degree) (June /2024).
- Diploma of Business Administration from Khawarizmi University Technical College rating 76.42% (June /2021).
- Shamil certificate in Business Administration (August /2022 – Grade 74.7%).
- Training course in advanced Excel ,Word and Access
- Tawjihi certificate – (2018)

## Key Qualifications

- Diligent, dedicated and committed – task oriented with determination to see tasks through to completion.
- Strong interpersonal and communications skills.
- MS Windows and MS Office (Word, Excel & Power Point).
- Very good command of English (reading- writing- speaking).

**References:** Available upon your request