

# Dania Abdulaziz Jazzaar

## CONTACT

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- 📍 Jeddah

## SKILLS

Arabic...native language

English... Excellent

Computer Skills :  
Excellent

## EDUCATION

English language

King Abdulaziz University  
2005-2008

## COVER LETTER

Am looking for a job And I have experience in admin ; teaching Supervision Customer service ; care ;experience Admin asestant After sales Human resources Receptionist Secretary And willing to learn more and gain more knowledge Wishing for new aportonit

## OBJECTIVES

A challenging position in the field of where i can use my Skills to be a benefit to the organization and develop my personal Skills. Also,to develop my Skillsto achieve a great position in the society.

## WORK EXPERIENCE

I have 5 years experience with call center customer care - support- service-experience-excellence and public relation 2years as admin assistant and receptionists .

8 years as a home room teacher -training and supervision.

- Al njoom al lamaa.. Teacher kg.. for four years.. assistant at admin.
- High approval company.. admin.. for three months.
- Alfaisal INS. admin for one year.
- World of Learning as assistant for three months.
- Children world school as a teacher.
- Green grass INS as a teacher.
- Alebdaa private school. As a teacher.
- New jeddah clinic hospital customers care three months
- Abdullah sharbatly company. Customers care and service two years.
- Aleysa motors company,customers services.

## Courses

- ICD, secretary, teaching from games, personal quality.
- The positive personality and success industry in work environment.
- First aid, family courses.
- Human resources.
- Public relationship.
- Coach in training.
- Work ethics.
- How to be a florist.

## HOBIES

Reading ,Learning ,Swimming  
Sport ,Discovering ,Art ,Travel.