

(C.V)

Objectives: Looking forward to improve my job skills, Experience, Occupational competencies, Achieve the requirements by increase the bench and objectives , Additional to hard working and time management also work as a group and social community with teams.

Personal Information

Name: Lana Abdullatif Ibrahim Al Raiey .

Birth of Date: 18/06/1994

Nationality/Country of Birth: Jordan .

Material Condition: Single .

Resident Address: Jordan,Zarqa, Madinat Al Sharq, 13110.

Contact Number: +962-795902016



Languages

Arabic (Native): √ Reading , √ Writing, √ Speaking .

English: √ Reading , √ Writing, √ Speaking .

Education

From (09/2012) – To (08/2016)

Bachelor degree of Accounting and Commercial Law.

From: Hashemite University.

Total GPA: Good

Zarqa, Jordan .

Experience

In (10/2016) - (70 hours)

Course of Development job skills program From: Dale carnegie training Centre.
Zarqa, Jordan .

From (14/05/2017) To (03/04/2018)

Accountant In Zarqa University

Duties: Issuing accounting entries, Checks, Balance sheet, banking settlements,
Banking reports .

Zarqa, Jordan.

Knowledge's and competencies skills	
<ul style="list-style-type: none"> ● Computer skills – Microsoft office (Word, PowerPoint, Excel) ● Knowledge to prepare reports and archiving . ● Good dealing & Communication skills. 	

Reference/ Referees	
Mr. Ali A.odat: Business development	Dale carnegie training centre Contact: 0799633005
Mr. Ghaith Al Khalila: Financial Manager	Zarqa University Contact: 0788518145