

# Tuleen Barahmeh

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21<sup>st</sup>-Oct1998

## EXPERIENCE

**Kaizen Firm** Amman, Jordan | Executive Assistant

Jan 2022 – Present

- Managing the manager/executive calendar, coordinate meetings and take messages/calls
- Helping the owner with managing diaries and organizing meetings and appointments, often controlling access to the manager/executive.
- Organize events and conferences
- Typing, compiling and preparing reports, presentations and correspondence
- Reminding the manager/executive of important tasks and deadlines
- Moderate LinkedIn
- Giving approvals/rejection for the agreements

**Crystel.co** Amman, Jordan | Customer Service

Nov 2019 – Dec 2021

- Customer service for Health links “out source” for English speakers”

**I24Connect** Amman, Jordan | Customer Service

Sep 2018 – Nov 2019

- Customer service for Sports Corner “ Qatar ”

Sep 2018 – Nov 2019

- Customer service for IDTag/SmartTag “North America”

## EDUCATION

- High School Diploma /2018

## LANGUAGES

- . Arabic as the mother language
- . English Fluent/bilingual proficiency

## FREELANCING

- Script Writing
- Social Media Moderation “English”

## CAREER RELATED SKILLS

- Ability to multitask and prioritize tasks.
- Excellent time management skills.
- Well-developed organizational skills.
- Attention to detail.
- Great verbal and written communication skills.
- Professional discretion.
- Computer proficiency..
- Communication skills.
- Organizational know-how.
- Collaboration talent.
- Problem-solving abilities
- Self-management skills .

