




# Saif Sijaja

## Contact Information

-  Amman, Jordan
-  +962795166917
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## Personal Information

- Gender: Male
- Date of Birth: 24<sup>th</sup> Nov 1993
- Nationality: Jordanian
- Marital Status: Single

## References

Available upon request.

## Profile

Diploma of business administration, skilled in customer service and management work, seeking to development, looking to obtain a position in a well reputed and large firm where I can utilize my skills and use my professional experience to achieve organization goals.

## Education

**Diploma Certificate in ticket booking training programme** with rank of excellence from Florida International Academy  
1 Jan 2022 – 1 June 2022.

### Diploma of Business Administration

Sight & Sound Academy  
Amman, Jordan  
1 Jan 2018 – 1 Mar 2020

### Three years in Music Major

Jordan Academy of Music  
4 Oct 2016 – Feb 2020

### Audio Engineering

SAE Institute  
15 Jan 2013 – 22 Oct 2014

### High School – Tawjehi Jordan

Prince Hamzeh School – Ministry of Education  
Amman, Jordan  
30 July 2011

## Skills

### *Personal skills*

Communication skills  
Creativity  
Positive attitude  
Self-motivation  
Flexibility  
Self-Awareness  
Persistent & Ambitious  
Development  
Organization  
Attention to details

### *Work skills*

Team work  
Microsoft Office  
Problem Solving  
Leadership  
Management skills  
Time management  
Risk Management  
Customer service  
Computer skills  
Work under pressure

## Languages

- **Arabic:** Native (mother language)
- **English:** Excellent (speaking, reading and writing)