

## Lara ALjoujah

Phone: 0954799373 Email:laraaljoujah@gmail.com Adress:Rukeneddin-Assadeddin Road

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Strong ability to organize priorities effectively.

Can maintain a high level of concentration and accuracy under pressure.

Extremely adaptable, versatile and flexible in a wide variety of business and people situations.

Proven excellent team player.

Fast learning capability – I enjoy rising to a challenge and learning new skills.

Smart and professional appearance.

## Experience

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**2015-2016**

Executive Secretary

Construction Company –Saudi Arabia-Riyadh

**2017-2017**

Sales Representative

Cosmetics Company-Damascus –Syria

**2021-2023**

Logistics Administrator

ALgota Food Company –Damascus-Syria

**Freelancer**

Translator

Data Entry

Transcription

## Education

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Bachelor of English Literature- Damascus University -Syria

English Courses –Professional English courses American Language

Center in Damascus

## Expertise

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MS Windows XP professional

MS-Word

MS-Excel

## Language

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English (very good)

Arabic (fluent)

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