



# ALREEM KHALED MATAR MATAR

## Profile

Enthusiastic excellent speaker, who is skilled in administrative and technical tasks, customer satisfaction oriented, great team player ,taking command of a task or project and Implementing them in the best way possible

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 Kalreem331@gmail.com

dubai

Nationalty palestine

## Education

### High school

**Maria qebtaya girls school for secondary education**  
2018

81.59%

**Business management using AI**  
2025

## Language

English

Arabic

## Skills

Proficient using MS.

Resport applications.

Office applications.

competent with numerical data and analysis

Bringing new ideas.

Time management.

Work independently and in groups.

Customer service oriented.

Orgnazing events and activities.

Problem solving.

multi-tasking.

Goal setting.

Conducting presentation.

**2018**

Member of the health science club.

Organzing trips and events for school.