

## ABOUT ME

Draining my skills and my experiences in working for the benefit of personal and public.

## SKILLS

ADOBE PHOTOSHOP

ADOBE PREMIERE

ADOBE AFTER EFFECTS KD MAX

MICROSOFT APPLICATIONS

## LANGUAGES

ARABIC

ENGLISH

## PERSONAL DETAILS

**Date of birth**  
02 Sep 1988

**Nationality**  
Jordanian

**Visa status**  
Valid residence

# MAISA SABRI

DOCUMENT CONTROLLER



Riyadh, Saudi Arabia, Riyadh, Saudi Arabia



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## WORK EXPERIENCE

**SAAD AL-SAEDI  
GENERAL  
CONTRACTING  
COMPANY**  
Riyadh  
Apr 2024 - Present

**Document controller**

**QANADEEL AL-  
QUDS GENERAL  
CONTRACTING  
ESTABLISHMENT**  
Riyadh  
Jan 2023 - Feb 2024

**Personnel Affairs**

**PRINCESS NOURAH  
BINT ABDUL  
RAHMAN  
UNIVERSITY (SAUDI  
DRIVING SCHOOL)**  
Riyadh  
Sep 2019 - Nov 2021

**Driving instructor**

- Teaching students about the right traffic rules and inform them with safety driving procedures.
- Helping students in practically learning how to drive a car individually.
- Advising the students about their level of improvement in practical driving.

**SHEIKH KITCHENS**  
Amman  
Mar 2018 - Aug 2018

**Sales executive**

- Prepare and deliver appropriate presentations on products and services.
- Worked closely with customers, and gathered feedback from them.

**KAIFA CHANNEL**  
Amman  
Mar 2012 - Sep 2015

**Video Editor**

- Inputting graphics & sound to enhance footage, which may include selecting music and writing voice-overs.
- Improving and correcting lighting, coloring and faulty footage.

**JORDANIAN-SAUDI  
COMPANY FOR  
SATELLITE (JESCO)**  
Amman  
Jan 2010 - Nov 2011

**Video Editor**

- Inputting graphics & sound to enhance footage, which may include selecting music and writing voice-overs.
- Trained in Jordan television for 3 months (electronic editing).

## EDUCATION

**AL-KAWAREZME  
COLLEGE**  
Amman  
2009

**Diploma in Cinema and TV**

**SUOKINAH SCHOOL**  
Amman  
2007

**Literary branch**

- High school