

MAISA Sabri

Nationality: Jordanian

Location: Riyadh, Saudi Arabia

Mobile: 0562168116

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EDUCATION

Diploma in Cinema & Television – Al-Khwarizmi College, Jordan (2009).

PROFESSIONAL EXPERIENCE

Saudi Jordanian Satellite Broadcasting (JASCO) — TV Archive & Video Editor (2009 – 2016)

- Archiving television programs and official conferences in a structured digital system.
- Editing video footage, adjusting sound quality, and preserving recorded material from cameras.
- Organizing, labeling, and archiving visual content with integrated graphics for future use.

Sheikh Kitchens Company — Sales & Design (2016 – 2017)

- Customer service, kitchen sales coordination, and basic interior design support.

Princess Nourah bint Abdulrahman University — Driving Instructor (2018 – 2022)

- Professional driving instruction and evaluation according to approved standards.

Qanadeel Al-Quds Contracting Company — Executive Secretary (2022 – 2023)

- Document control, project correspondence coordination, and records organization.
- Reviewing, filing, and managing official project documents according to company standards.

Saad Al-Saedi Contracting Company — Executive Secretary (2023 – 2025)

- Responsible for complete project documentation and archive management.
- Coordinating communication between management and project teams to ensure smooth workflow.

SKILLS

- Microsoft Word & Excel – Very Good proficiency.
- Adobe Premiere – Video editing.
- Adobe Photoshop – Graphic editing.