

Curriculum vitae



Personal Information:

Name	Asmaa Sami Albakhit
University	Al-Balqa' applied university, Business Administration.
Telephone No.	Mobile (0796510540)
E-mail	asmabakhit@yahoo.com
Date Of Birth	6-12-1991
Place Of Birth	Jordan /Amman
Address	Amman / Al shmaisani / Audeh Abutaeh street
Gender	Female
Marital status	Single
Nationality	Jordanian

Qualifications:

2008	General Certificate of Secondary Education from Zain Al-Sharaf school
2009 - 2013	Bs.c in Business Administration , Al-Balqa' Applied University (3.42 out of 4)

Courses & Certificates:

July - 2012	Certificate in statistical analysis (SPSS).
July - 2012	Certificate in MS Project program.
	Certificate from ENJAZ program.
2014	English Course at British Council.
2015	Human Resources training course
2015	Valid Driving license
August 2015	Painting course

Personal & Technical Skills:

- * Good team working, enthusiastic, dynamic and sociable
- * Well-organized, reliable & perceptive person with ability of working under Pressure

Work Experiences:

- 4 months training in National Electric power Company (NEPCO).
- Jan/2014 May/2015: Working in Call center department in Fiber Business solutions (Amman/ 7th circle).
- August/2015 March/2016: Service advisor at CrysTell Call.
- March/2016 – Till now: Employee at The Farah Hospital- Dr. Zaid Kilani's Office.

Computer skills:

- Proficient in the use of Microsoft Office software including Word, Excel, access and power point.
- Good command of Internet.
- Typing speed in both Arabic and English.

Spoken Languages:

	Reading	Writing	Conversation
English	Excellent	Excellent	Very Good
Arabic	Excellent	Excellent	Excellent