

## **Asma. Z. ALQUDAH**

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| <b>Personal Details:</b>   |  |
| <b>Name:</b>   | <b>Asma Zaki Mohammad AL Qudah</b>   |
| <b>Date / Place of Birth:</b>  | <b>21 -OCT -1989, Jordan</b>   |
| <b>Nationality:</b>  | <b>Jordanian</b>   |
| <b>Address:</b>  | <b>Amman-Jibeha                      ZIP Code: 00962</b>   |
| <b>Electronic mail:</b>  | <b><a href="mailto:asosoqudah@YAHOO.COM">asosoqudah@YAHOO.COM</a></b>  |
| <b>Mobile Number:</b>  | <b>+962777219215</b>   |
| <b>Objective:</b>  |  |
| <p>Seeking a challenging position In reputable professional organization<br/>         Where my skills and experience utilize the various skills I have developed throughout my degree program, I find the required potential in myself to work side by side with my colleagues. I would spare no effort to prove myself not only to achieve my business goals as well as getting, myself satisfying self-esteem.</p> |  |
| <b>Languages:</b>  |  |
| <ul style="list-style-type: none"> <li>• Arabic: Native language</li> <li>• English: very good in reading, writing, listening and speaking.</li> </ul>   |  |
| <b>Education:</b>  |  |
| <b>2010-2011</b><br><b>Yarmouk University</b><br><b>B.Sc. Degree, Management Information System</b>  |  |
| <b>Programming skills (Principals...):</b>   |  |
| <ul style="list-style-type: none"> <li>• VB.net</li> <li>• C#</li> </ul>   |  |
| <b>skills :</b>  |  |
| ▪ Accounting principles 1  |  |
| ▪ Accounting principles 2  |  |
| ▪ Electronic commerce  |  |
| ▪ Project management   |  |
| ▪ Microsoft  | <ul style="list-style-type: none"> <li>• Microsoft Certified Technology Specialist (MCTS)</li> <li>• Advance MS Office</li> <li>• Ms Office Front Page</li> <li>• Ms Office Project (Intermediate)</li> <li>• Ms Office Visio</li> </ul> |
| ▪ Operating Systems:   | MS-DOS, Win 9x, 2000 professional & XP &Win 7& Win 8 & Win 10 .  |

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| <b>Experience Skills:</b>   |
| <ol style="list-style-type: none"> <li>1. Business Intelligence</li> <li>2. Project Coordinator</li> <li>3. Analyst</li> <li>4. Self-motivated, ambitious, able to work under pressure, and able to work well in cooperation with other, Critical Thinking &amp; Complex Problem Solving</li> </ol>   |
| <b>Work Experience</b>  |
| <p><b>December 2019</b><br/>Manager of Admission &amp; Registration at ISRA University</p> <p><b>April 2019</b><br/>Assistant of The Manager Admission &amp; Registration at ISRA University</p> <p><b>October 2016– March 2019</b><br/>Manager of Admission &amp; Registration at Ajloun National University</p> <p><b>February 2013</b><br/>The head of the documentary section as well as practical registered in the Deanship of Admissions and Registration at Ajloun National University</p> <p><b>October 2012</b><br/>registrar in the Deanship of Admission and Registration at Ajloun National University</p> |
| <b>Training Courses:</b>  |
| <b>ORACLE</b>   |
| <ul style="list-style-type: none"> <li>• ORACLE course at Excellence center</li> </ul>  |
| <b>MCTS</b>   |
| <ul style="list-style-type: none"> <li>• MCTS course at integrated horizons for training company</li> </ul>   |
| <b>Maintenance of computer</b>  |
| <ul style="list-style-type: none"> <li>• Maintenance of computer course at oxford cultural center</li> </ul>  |
| <b>Maharat</b>  |
| <ul style="list-style-type: none"> <li>• Course Program Management Skills ,Communication Skills</li> </ul>  |
| <b>Merits:</b>  |
| <ul style="list-style-type: none"> <li>• Very Good communication skills &amp; good handling of priorities conflicts.</li> <li>• Proficiency in searching engines via Internet, updating my knowledge with new work, like to play my turn with team work as excellent phase</li> </ul>   |
| <b>Note:</b>  |
| <b>Please don't hesitate to call me For any inquiry about unclear memo above</b>  |