**Hend Almadhoun**

***Management Information System***

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| **PERSONAL & CONTACT DETAILS** |

Current City: Istanbul

Nationality: Turkish, Jordanian

 Cell Phone: +90 539 690 31 22 Date of Birth: 1987

Email:hend.madhoun987@hotmail.com

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| **OBJECTIVES** |

A highly organized, ambitious, and self-motivated, looking for a position in the field of Information Technology or Administration in a leading business operation.

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| **Work Experience** |

Mar, 2010- Feb 2014

 **Agrinavet (Agriculture & Veterinary Golden Development Co**)

**Amman, Jordan**

-System Developer

-Executive Assistant

* Used Bizagi Business Management tool to produce an online purchasing, sales and order tracking system loaded with organizational roles and permissions.
* Developed process maps, procedures and job descriptions
* Performed data entry, document control and general office activities
* Overseen the development of Sunrise website, managed the website content, proof read the final design content and layout and engaged Sunrise team members for input.
* Overseen the Sunrise local intranet website to share employee news and corporate procedures and facilitate multi-office communication.
* Maintained the seeds, vaccines and foils inventory and database.
* Maintained the market study database.
* Processed veterinary and seeds orders, labeling, packaging and shipment.
* Followed up on daily office activities such as emails, collections of payments and cheques, issuing invoices, completing importation procedures (licenses and permits) and shipments.

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| **EDUCATION** |

* **Bachelor Degree in Management Information Systems (MIS),**

February 2010,

Faculty of Planning and Management

Al-Balqa’ Applied University, Assalt - Jordan

***Description:***

Management Information Systems (MIS) focuses on the application of Information Technology (IT) to improve the operations of business organizations by delivering Computer-Based Information Systems (CBIS). The CBIS enables people and organizations to be more creative and productive, however the successful delivery of these systems requires solid knowledge of IT, the dynamics of the business environment, organizational processes, and human behavior.

* **Graduation Project**

**The Impact of Management Information Systems on the Quality of Banks in Jordan.**

Oct 2009 – Feb 2010

***The main goal of this research is:***

1. To identify the extent of the use of Management Information Systems in the Jordanian banks.
2. To identify the extent of the quality of performance in Jordanian banks.
3. To identify the relationship between the use of Management Information Systems in Jordanian banks
4. To identify the differences in the relationship between the use of Management Information Systems and the quality of performance which are both attributed the personal and professional changes (gender, age, qualifications, and years of experience).
5. To provide recommendations that would encourage the quality of performance through the use of and the provision of information systems with appropriate administrative characteristics.

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| **LANGUAGES** |

* Arabic: Native
* English: Good
* Turkish: Good

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| **COMPUTER SKILLS** |

* Procedures, Process Maps, Bizagi
* Website content management
* Microsoft Windows and Internet Browsing.
* Word, Excel, Power Point, Outlook, Groove, and One Note

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| **OTHER** |

* Available upon request.