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### **Personal Information:**

**Name:** Lana Hilal Al Dibes  
**Date of Birth:** 14/5/1985  
**Nationality:** Jordanian  
**Residency:** Amman - Jordan

### **Education:**

Graduated from Al Isra'a Private University in 2007, BC's in Computer Information Systems (CIS).  
Jordan-Amman  
GPA: Very Good

### **Languages:**

**Arabic:** excellent in reading, writing and speaking (Native Language)  
**English:** very good in reading, writing and conversation

### **Personal experience:**

1. **ICDL and Excel Advanced Trainer (Part Time – Till Present)**  
Seed Hub Academy (Amman – Jordan)
2. **ICDL Trainer (1/11/2021 – 16/8/2022)**  
Saudi Center for rehabilitation and training of Blind Girls (Amman – Jordan)
3. **ICDL and Excel Advanced Instructor (15/8/2016 – 14/8/2020)**  
PC.NET Academy and Pioneer Academy (Amman – Jordan)
4. **Customer Care Representative (1/12/2012 – 1/3/2013)**  
Extensya Company, working for Du Telecommunication, Amman- Jordan
5. **RMS Data Analysis and Processor (2/1/2011 – 31/12/2011)**  
Nielsen Company, Amman-Jordan
6. **Network and IT Specialist (21/9/2009 – 30/6/2010)**  
At the same time worked as Executive Secretary  
Dr. Khaled Aba Hussain Medical Center, Riyadh-Saudi Arabia
7. **Software developer and Network Administrator (10/7/2007 – 10/5/2009)**  
At the same time I worked as Test Center Administrator, Microsoft Administrator, Maintaining computers and Network in the same Company  
IT-Foundation\ MEC, Amman-Jordan

**Training:**

1. ICDL
2. ICDL Advanced
3. Photoshop
4. Data Analysis and Power Bi
5. A+ Computer maintenance
6. Cambridge Diploma in IT skills
7. Cisco Certified Network Assistance

**Certificates:**

1. ICDL (Specto ICDL Jordan)
2. ICDL Advanced (Specto ICDL Jordan)
3. Time Management (Optimal Academy)
4. Computer Maintenance (Israa University)
5. Cambridge Diploma for IT Skills (TAG)

**Special Skills:**

1. Hardware and Software troubleshooter
2. Handling different technological communication media
3. Team player
4. Leadership and people management skills
5. Time Management
6. Can Work under pressure

**Preference:**

Available upon request