

Haneen Harbi Shream

Amman. Jordan

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Objective Seeking a challenging opportunity in a leading & reputable company in which I can invest my potentials and abilities to acquire professional experience and enrich my knowledge to build up my character in integrating theory with practice fields.

Personal Information **Birthday:** 31-05-1989
Nationality: Jordanian
Marital Status: Married

Education 2022- till now Luminus Technical University College Amman, Jordan
Diploma Human Resources (HR)

Skills

- Outstanding individual & team- working abilities
- Able to adapt & work effectively in different environment. Excellent skills
- My positive & outgoing personality enables me to interact successfully.
- Work under pressure & stress, & enjoy challenges.
- Good Management and Analysis Skills
- Very fast contact with customers

Computer Skills

- MS Office (Word, Excel and Powerpoint)

Language

- Very good in Arabic and English Language

Experience

2019 till now Amman, Jordan

Administration Department at Rawabi AlQuds Academic

- Secretary
- Public Relation
- Finance

2013 -2018 Amman, Jordan

Administration Department at Riyadh Al-Qura'an Alislami Center

- Assistant Manager

2008 -2013 Amman, Jordan

Administration Department at Ebad Alrahman Kindergarten

- KG2 Teacher (main position)
- Accountant and secretary

Training Courses

Season 2020

- Registration System and finance tools at **rawabi alQuds Academic**
- "teach son how to learn" at **A'adat Alakel Company** (9 hours training)

Season 2021

- Microsoft Excel Program (3 hours training) at **Rawabi AL-Quds Academic**
- Communication Skills (3 hours training) at **Rawabi AL-Quds Academic**
- "how to be e-teacher (distance teacher) with 24 hours" at **Hamdan bin Mohamed Smart University**