



ABRAR AL-SWAEER

Assistant Project Manager

- Jordanian
- Jordan-Amman
- 18-08-1993
- Female
- abrarajrame18@yahoo.com
- (+962) 798310706
- <https://www.linkedin.com/in/abrar-ajrame-5558b0108>

I am looking for a rewarding job within a dynamic team in a reputable company to develop myself.

EDUCATION

- 02-2023 → present The University of Jordan (Amman, Jordan)
PHD in Political Science
- 09-2017 → 05-2021 The University of Jordan (Amman, Jordan)
Master's Degree in Human Rights and Human Development
- 09-2011 → 05-2015 The University of Jordan (Amman, Jordan)
Bachelor's Degree in Guidance and Development of Tourism
- 08-2010 → 10-2012 Fatima Al - Zahra Secondary School for Girls - Military School
General Secondary Certificate (Tawjihi)

WORK EXPERIENCE

- 10-2022 → 12-2022 Ministry of Tourism and Antiquities- Directorate of Capital Antiquities.
Assistant Project Manager
- 04-2018 → 08-2022 Kelvin Contracting Company.
Logistics Manager and Human Resource Manager
- 03-2017 → 04-2018 Engineering Universe for Building & Contracting (EUBC).
Public Relations, Secretary & Reception
- 06-2014 → 03-2017 Joannaou & Paraskevaides (Overseas) Ltd., J & P AVAX S.A.
(Joint venture for Queen Alia International Airport Rehabilitation, Expansion, and Operation Agreement EPC CONTRACTOR).
Administration Assistant (HR Assistant) and Accounting Clerk
- 01-2013 → 12-2014 Dallas Travel & Tourism
Sales and Marketing

PERSONAL SKILLS

- ✓ Leadership
- ✓ Communication Skills
- ✓ Self-motivation
- ✓ Filing, Archiving, Data information Entry
- ✓ General computer skills (Microsoft office Word, Excel, PowerPoint, Outlook, Publisher)
- ✓ Lead Outlook, Gmail, Yahoo & Internet Websites and Social Media

- ✓ Adaptability
- ✓ Decision Making

SOFTWARESKILLS

| | |
|-----------------------|-------|
| Microsoft Power Point | ★★★★☆ |
| Microsoft Word | ★★★★★ |
| Microsoft excel | ★★★★★ |

LANGUAGES

| | | | |
|---------|-------|--------|-------|
| English | ★★★★☆ | Arabic | ★★★★★ |
|---------|-------|--------|-------|

HOBBIES

Reading Sport Traveling

COURSES

- First Aid Training with Jordan Civil Defense -Hassan Youth Award Bronze
- Jordan Post Training -Hassan Youth Award Salve
- Tourism Maintenance Training- Hassan Youth Award Gold
- Assistance Team Member – with USAID Organizing an international conference of creating alliances between higher education and tourism organized by the USAID tourism project in partnership with the University of Jordan (Amman – Jordan).- USAID
- Certificates from (DAAD)- Detacher A kademischer Austausch Dienst German Academic Exchange Service with(JGLU)-Johannes Gutenberg Universitat Main related to the Feld : (Tourist guidance, architectural drawing archaeological prospection)-DAAD
- Communication Skills- INJAZ
- Course in Francois - The University of Jordan
- Course in English- The University of Jordan
- Course in Tourism programs sales- The University of Jordan

MOST PROUD OF

- Write a book with the Ministry of Culture about (Human Rights Assessment In the Tourism Sector: Case Study from Jordan)
- Publish an Article with Jerash University about (Human Rights and Tourism in Jordan)
- UFF World Ultimate Fighting Fitness Federation Coach (PT) Personal Training

REFERENCES

Available on request.