

Ruba Mohammad Ahmed Hdeab

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PERSONAL INFORMATION:

Birth Of Date : 23/05/1985
Nationality : Jordanian
Religion : Islam
Marital status : Married
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Objective

To work in professional organization to develop my knowledge and improve my skills in analysis and decision making process and to enhance my ability in problems solving and growth my skills in strategic planning.

Personality

- Ability to work under pressure and maintain focus on objectives, perseverance and organization.
- Good human communication skills.
- Self-motivated, energetic, committed, loyal, good coordinator and good communicator, hard-worker, Able to solve real time problems and a team player.

Work experience:

1- 01/08/2013 To until now - Company (Aljawda for Business and management Consultancy).

Job Title: HR & Logistics Services Assistant.

2- 01/10/2012 To 31/03/2013 Al Muna Heating, A/C & Sanitary Supplies Co.

Job Title: Human Resources Officer and financial and administrative matters.

Job Role: Accounting – HR – Administrative Assistant.

3- 21/03/2009 To 30/09/2012 Company's Modern Arab Distribution (**Nader group**).

In the Department of Human Resources and Administration Section of Personnel.

Job Title: Employee Relations Officer.

Job Role:

- Work on the system Menaltech

- Vacations, penalties, Attendance, Correspondence
- Health Insurance
- Recruitment
- Compensation (Overtime KPIs)
- Payroll, Informal print books, Employees Requests, Advertisements & Circulars.....
- Job description.
- Public Relations.

4- 11/10/2008 To 20/03/2009 Company Dimlag Group .

Job Title: Officer Stocks Control and sales

Job Role: Control officer Stocks, Customer Service, Print sales invoice

Collection from customers.

4- 01/01/2007 To 31/9/2008 Experience in global stock exchange (AL-Juneidi Group).

Job Title: Administrative Assistant & financial

Job Role:

- Accounting.
- Dealer.
- customer service.
- data entry.
- Human resources: Attendance, Vacations, Penalties, Informal print books.
- secretarial and reception.

5- I trained at the Arab Bank for two months

On the following topics:

Bank transfers.

- Customer Service.
- Correspondence.
- Check books.
- Account opening .

Education:

2006 - 2008 Al Quads College Diploma in Accounting Information Systems (AIS)

2003 -2004 High School Information Technology (IT).

Courses:

1. 2009 Al-Quds collage ICDL certified (Course).
 2. Training Course on the program MenaItch (HR).
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Skills:

- Good Communication.
 - Team Working.
 - Computer skills.
 - Microsoft Office
 - Internet & e-mailing
 - Excellent Communication Skills Time Management
 - Ability to work under pressure.
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Languages:

Arabic (Mother Tongue) & English