**Jomana Abu Shairah**

**Personal Information:**

**Nationality:** Jordanian

 **Date of birth:** 19 Jan 1992

**Place of birth:** Jordan

**Address:** Amman - Albayader

**Mobile number:**0795232326

**Email Address:** Ahmadjomana107@yahoo.com

**Education:**

Al-Hashemite University (Jordan) bachelor degree in culture resource management.

**Work Experience:**

* **Abdalhadi hospital: (reception)** 2014 to 2016 **:**
* Provide general support to visitors and act as the point of contact.
* Send and receive all calls
* **Al – Majd National Academy School:** (secretary) 2017 to 2018 **:**
* Student registration and follow up financial collection from parents
* Receive all calls and dealing with all problems

**Language:**

* **Arabic: Mother language**
* **English: Good**

**Qualification:** Effective team player and hard worker.

**Skills:** Computer skills including the ability to use Microsoft office and handling emails.