

Rouba Yousef Al Bitar

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Objectives

I want to succeed in a stimulating and challenging environment, building the success of the company while I experience advancement opportunities.

Education

University of Jordan

- B.S., Public Administration.

Experience

❖ Al Khaldi Medical Center

Secretary

➤ Coordinator in the medical assistance field.

From October 2015 to February 2020.

Representing the Al-Khaldi Medical Center through coordination with Jordanian immigrants and immigrants from neighboring countries to conduct the necessary immigration checks with the American embassy, and coordinate the medical examination dates for employees of international organizations (SOS, UNARWA, IOM, Koica, Jica).

❖ **Business kids**

Accountant and manager

Aug 2013 to Feb 2014

❖ **Heat for engineering and technology**

Secretary

June 2010 to June 2011

❖ **Sciences industry property Research company (SIPS)**

Project and Operation manager Assistant

July 2007 to December 2007

Skills

- Team Player
- Leadership
- Strong administration skills.
- Familiarity with business software such as Microsoft Office.
- A high level of confidentiality.
- Excellent interpersonal and customer-facing skills.
- Strong communication skills, both written and verbal.
- The flexibility and willingness to learn.