

Name:	Sajeda Hammad
Nationality:	Jordanian
Date of Birth:	07/07/1987
E-mail:	sajeda.ks2019@gmail.com
Gender:	Female
Marital status:	Single
Lives in:	Amman, Jordan
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Objective

To implement my knowledge into a practical approach, by working in a professionally managed organization thereby using my current skills and developing new skills. I want to see myself on a growing career path by accepting new challenges and contributing to achieving organizational goals.

Education

Jerash University **2005 – 2009**

- Bachelor's degree in accounting

Jerash secondary school **2004 – 2005**

- High School

Work Experience

Mindset – Middle East and Africa, Amman **2020 – Present**
Researcher

- Participate in preparing studies for the National Aid Fund, World Food Programme, World Bank, USAID, UNICEF, and UNHCR.
- Field coordination.
- Quality Assurance.

Julnar pharmacy, Amman **2018 – 2020**
Accountant

- Deals with drug stores and purchases invoices.
- Make the tax declaration.

Palestine Hospital, Amman **2012 – 2018**
Treasurer

- Deal with different people like doctors, patients, and insurance companies.
- Count money and deposit it in the bank.
- Enter daily sheets, and work in shifts A & B.
- Follow up with the financial department.

Ard Al Diyar audit firm, Amman

2011 – 2012

Accountant

- Work on the tax declaration.
- Work on monthly audits.
- Help in other accounts-related matters and ability to rotate with other accountingJobs.
- Do some secretary's work.

Personality Treats

- Exceptional analytical and quantitative problem-solving skills.
- Ability to communicate complex ideas effectively.
- Organized, open-minded, extremely fast, and self-learner.
- Proactive team player with excellent communication skills.
- Excellent team worker and leadership skills.
- Have a sense of responsibility and willingness to learn.
- Troubleshooting skills.

Languages

- Arabic: Mother Language.
- English: Good in Speaking, reading, and writing.

References

- Available upon request.