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2nd oct 1998
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AMMAN, Jordan


Objective:

As a Business Administration graduate with a strong GPA, I am eager to secure a challenging position in a dynamic organization that offers growth, skill development, and profitability opportunities.

Education:

B.A. in business (GPA 3.4)

 University of Jordan

 [2016-2020]

EXPERIENCE:

IT Trainee/Application Coordinator



 Ayla

 May2023 – March2024  Amman

- Roll out set up companies based on the database on SAP business one
- Prepare set up document guide
- Define new users with authorization and licenses
- Define master data (item, vendor, customer, employee)
- Contribute to SAP table of authority documentation

Saleswoman


 MINISO

 January 2023-april2023  Macca Mall-Amman

- Greets customers and makes them feel comfortable
- Interacts with customers, offering assistance and responding to queries about products
- Provides recommendations according to customer needs or preferences
- Operates cash register and handles cash payments and credit card processing

Sales manager assistant



 Chemvit

 March 2022- July 2022  Sahab-jordan

- Make sales offers for new buyers based on previous prices
- Check with the procurement department for the delivery time for the packages and raw materials for the production
- Check with the production team for the readiness of the final product

Procurement Officers



 Chemvit

 December 2021- February 2022  Sahab-jordan

- Receive purchase requests from all departments, Find reliable suppliers, and Negotiate prices, quality, and delivery terms
- Set up the order quantities and make purchase order
- Computerization of last year's purchase order

Customer service

 Crystal

 December 2020 – February 2021  remotely


- Answering questions about a company's products or services
- Resolving issues and handling customer complaints
- Tracking customer products and the time and date they will arrive

Languages:

Arabic ●●●●●
Native

English ●●●○○
Intermediate

Certification:

- Overall IELTS score is 6.5 with individual scores: Listening 7.0, Reading 6.0, Writing 5.5, and Speaking 6.0.
- SAP for beginners  virtual/Udemy

Reference:

 Momen Qasem  Ayla oasis  ERP manager  962-780575130