



Amani Mohammad Al-Majali

Administrative Assistant

✉ Amani_moh90@hotmail.com +962 – 798940390 📍 Amman, Jordan

Professional Summary

Hardworking and skilled professional with a proven track record of providing customer service, internal support and handling operation. Bringing forth the drive to excel as a dedicated staff member, and communicate well with employees and superior. Friendly, outgoing and enthusiastic about serving others and working towards the mission of the company.

Education & Certificates

Bachelor of Hospital Administrative,
Philadelphia University

2021 | Amman, Jordan

**Diploma in anesthesia &
Resuscitation**
Rufida Islamic College of Nursing

2010 | Amman, Jordan

Experience

Human Recourses Administrative, Ministry of Health

Dec 2021 - Present

Working in the Human Resources Department at New Salt Hospital as a registrar for interns' doctors and follow-up with them during a full training year until the completion of their training, including organizing rotations in hospital departments and doing the official procedures such as health insurance.

- Recording HR meetings and information about employees.
- Documenting staff changes, performance reports and communications.
- Managing communications for the HR department.
- General knowledge of all HR related protocols, guidelines and procedures.

Anesthesia technician
Ministry of Health

December 2021 | Amman, Jordan

- Sanitizing and sterilizing anesthesia equipment.
- Setting up and monitoring patient monitoring devices and vital sign
- Ordering and stocking anesthesia supplies, equipment and medications.

Languages

Arabic (Native Speaker)

English (V.Good)

Qualifications & Skills

Strong work ethic

Detail - Oriented

Leadership

Excellent communication and interpersonal

Time Management

MS Office

Continuous Learning

Team Collaboration

Certifications

Leadership & Management Course

ICDL Certificate

Wounds Management & suturing skills

Medical Venipuncture Course

Medical waste management certifies

BLS Certificate

Medical Injection Course

Certificate of Attendance

Respiratory therapy Certificate