**Razan**

[**Razan.152064@2freemail.com**](mailto:Razan.152064@2freemail.com)

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| **Personal information** |

Date of birth: 31-7-1991

Marital Status: Married

Nationality: Palestinian.

Current Location: UAE, Sharjah.

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| **Career objective** |

A position with a leading organization that would challenge my knowledge and skills while affording me the opportunity to develop and prosper.

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| **Education** |

B.Sc. degree in library science & information technology from Al-Hussein bin Talal University, Jordan 2013.

**Appreciation of the university**: Very good

High School diploma from al Jalameh secondary 2009.

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| **Achievements** |

Attending the pre-qualification exam at ministry of education & higher education in Palestine, where I was the first student in my specialization for the year 2015

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| **Employment Record** |

**September 2015 – May 2016: Librarian at Ministry of Education & Higher education Schools Palestine.**

Worked in Two major Schools in Palestine ( Jenin, Ya’abad ), where my responsibilities were as follows:

* Evaluating, organizing, cataloguing, classifying, managing and distributing information in a variety of formats
* Creating databases
* Ensuring that information is up to date
* Ensuring that data protection laws are met
* Helping to develop intranets for staff to use
* Answering Freedom of Information (FOI) requests
* Carrying out information audits, inquiries and internal commissions
* Answering enquiries from staff and external parties
* Maintaining statistical and financial records
* Writing reports
* Using specialist computer applications
* Searching for and retrieving information from the internet and online databases
* Promoting and marketing services
* Maintaining a budget
* Training and supervising assistant staff*.*

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| **Languages** |

* Arabic (mother tongue)
* English (Good)

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| **Skills** |

* Working experience in PC applications (windows, MS-office, anti-virus, internet explorer, and many more).
* Communicate with individuals to complete a common goal.
* Handle tasks efficiently and in a timely manner.
* Coordinates many activities at one time.
* Prepare complete status or research reports.
* Strong team leading skills.
* Ability to effectively priorities and execute tasks in a high-pressure environment.

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| **References** |

References will be provided upon request.