**Abeer**

**Abeer.336156@2freemail.com**

OBJECTIVE:

To seek challenging assignment and responsibility, with an opportunity for growth and career advancement as successful achievements.

WORK EXPERIENCE:

Dubai Smile Dental Clinic; UAE

Receptionist 2014-2016

* Redesigned the scheduling system for the office thereby ensuring accuracy in appointments.
* Reduced company’s front desk expenses within one year by identifying cost-effective methods.
* Attained 99% customer satisfaction level based on the feedback forms.
* Assisted in recruiting and training 2 receptionists.
* Updated the manual record files of all clients and then computerized the data by storing the same in an online customers’ database software.

Community Development Office; Jordan

Administrator 2013-2014

* The reduction of unemployment through the promotion of employment opportunities, skills building, and small, successful cooperatives
* Activating the role of youth leadership and entrepreneurial development in the community
* Increasing community awareness of their rights and obligations and enabling the community to reduce the impact of legislation that hinder the enjoyment of the people of Gaza refugee camp of their rights
* Commitment by the Community Development Office to achieve institutional capabilities through a high level of efficiency, transparency and credibility, sustainability, and strengthen its relationship with the local community
* Achieve the objectives of the plan to improve the Gaza refugee camp by building on existing capabilities and develop and mobilize volunteer organizations within and outside the camp (education; health; environment; etc.)

EDUCATION:

* B.IT in Management Information Systems from Al-Balqa Applied University / Irbid – Jordan 2013 (3.18/4) (v.good).
* AL-Tawjihi from Jerash camp high school / Jerash – Jordan 2009 (78%)

TRAINING AND COURSES:

* Project Management & PMP Exam Preparation Course (2016).
* Managing project using MS project (2016).
* Training as Support services in The Housing Bank (2012).

SKILLS:

* Strong administrative and organizational skills
* Experienced in problem-solving
* Work effectively both as team member and independently
* Excellent communication and IT skills
* Enthusiastic and committed

LANGUAGES:

* Arabic: native language
* English: reading, writing, and speaking well

PERSONAL INFORMATION

* Marital Status: Single.
* Date/Place of Birth: 28th January 1991/United Arab Emirates
* Nationality: Jordan
* Visa State: Visit Visa

REFERENCE

 Available upon request.