**Anwar**

[**Anwar.364820@2freemail.com**](mailto:Anwar.364820@2freemail.com)

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| *Objective* | To play a leading role in a new, cumbersome or progressive organization; challenged to identify the value proposition, I envision to contribute towards and successfully achieve its vision and business objectives; a success story that could be shared and / or learned from. | | |
| **Skill sets**  **Languages:**  **IT Skills:**  **Other:** | Fluency in English & French. Native Arabic.  Computer literate.  Strong presentation skills, team player, ability to manage and take decisions on a timely manner, work effectively under pressure and able to sort and prioritize assignments with conflicting demands. | | |
| *Education* | 1998- 2002  June, 1998 | **Yarmouk University - Jordan**  Bachelor's Degree In Modern Languages (major: French, Minor: English)  The General Secondary Education Certificate – Jordan  Umm Omarah School | |
| *Experience* | Sep 1st 2013-present  Job title:  Sep 2011- Aug 2013  Job title:    Oct 2009-May2010  Job title :  Responsibilities:  April, 2003 – Aug, 2008  Job title :  Responsibilities: | **Al Bahia Private School**  **Kindergarten 2 Homeroom Teacher**  **(English, Math and Science).**  **Jubilee Private School**  **French Teacher ( G 1 to G 8)**  **Activity Coordinator**  **Giggles English School**  **Secretary**   * Checking the exam papers of the cadets for evaluation. * Data processing, Management, Analyze and filtering responsibilities to support the information system. * Conduct research and participate in identifying and advising the Analyst - Performance Management, on immediate and long-term operational impacts of performance management processes. * Preparing the attendance and score sheets for all the training sections. * Identify organization strengths and weaknesses and suggest areas of improvement. * Working closely with technical support/Development to ensure functional requirements are matched business operational wise.   **Universal Industrial Engineer Co.**  **Executive Secretary & Sales Coordinator**   * Managing existing clients * Answering pricing offers and preparing price tenders. * Managing commercial corresponding with clients and prospects * Setting an appointments meetings of CEO | |
| *Teaching Courses* | Workshops and courses | * Intensive workshops in Blooms Taxonomy * Students differentiation * Students assessments * SAAT company courses in ***Technology Champions:*** How to prepare and deal with KG students * Development Educational Courses by Dr. John Drader * Six Hats Course * Jigsaw Course * How to employ the ICT in your session * 21 century skills * Google drive * UAE class skills * Reading skills | |
| *Skills* |  | * Fluent in both Arabic and English languages. * Very good in French (Speaking and Writing). * Kindergarten teaching experience. * Excellent administrative skills. * Excellent knowledge in computer skills. * Very good communication skills. * I have driving license. | |
| *Personal Information* | Date of Birth:  Place of Birth:  Sex:  Nationality:  Marital Status: | 1 Nov 1980.  Jordan – Irbid.  Female.  Jordanian.  Married. | |
| *References* | ***Available upon request*** |  |  |
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