**Ayat**

**Ayat.372912@2freemail.com**

**Career objective**

I'm seeking a professional career with my company that allows for a growth path, as well as developing my skills, Experience and Knowledge.

**Education**

**Name and Address of Organization**:Yarmouk University , Jordan–Irbid ,www.yu.edu.jo.

**Title of Qualification**: Bachelor of Computer Information Systems (CIS)

**Experience**

* 12/03/2013 to the present - Ajloun National University - Supervisor of the Personnel Affairs Unit.
* 23/10/2011 to 29/11/2011 - Ajloun National University - Acting head of the University Presidency Bureau.
* 11/04/2011 to 12/03/2013 - Ajloun National University - Officer in the Department of Administrative Affairs.

**Some of Responsibilities in current job**

* Follow up the procedures related Personnel Affairs.
* Organize files for all the employees at the University.
* Monitor staff working hours on the electronic fingerprint system and document their holidays an leavings.
* Prepare the workers names lists and finalize them on the system.
* Follow up the procedures related to the trainees.
* Archiving inward and out ward document and all office work.
* Follow up the health insurance procedures for the employees.
* Accomplish office and Administrative work.
* Work on personnel affairs and salaries system.

**Practical Experience**

- Human Resources Management (HRM).

- English conversation language.

**Soft Skills**

* Interactive and fast enough to learn new technologies and science.
* My personality, social, Able to work in-group, under pressure, manage stress, helpful, creative and calm, high communicational skills.
* Computer Skills.
* Self-Motivated.
* Ability to meet deadlines successfully maintaining quality of work.

**Membership**

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| **Spoken languages** |
| Mother Language | Arabic  |
| Good reading , speaking and writting | English  |