

Arwa Salah Samha

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Location: Amman, Jordan

Portfolio: <https://folio-zone.com/Arwa-Samha>

Personal Information

- Date of Birth: 7 November 1988
 - Nationality: Jordanian
 - Languages:
 - Arabic: Native
 - English: Fluent (Strong Written and Verbal Communication Skills)
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Education

Bachelor of Sports Rehabilitation

Hashemite University, Jordan

Graduation Year: 2010

Professional Experience

Ibrahim Samha Supermarket (We Market)

Purchasing Manager & Team Supervisor | 2021–2024

- Managed procurement operations, negotiating supplier contracts to secure cost-effective deals.
- Developed strategies to optimize inventory levels, minimizing waste and boosting profitability.
- Supervised and trained employees, fostering teamwork and maintaining high performance standards.

Achievements:

- Reduced procurement costs through strategic vendor negotiations.

- Improved inventory accuracy by reducing stock discrepancies significantly.
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Investment Bank

Customer Data Update Project Coordinator | 2013–2021

- Coordinated large-scale Customer Data Update Projects, ensuring compliance with banking regulations.
- Streamlined operations in the Electronic Cards Department and Account Maintenance Division for improved efficiency.
- Supported the Compliance Department in implementing electronic data systems, reducing risks and enhancing accuracy.
- Account Operations.
- Opening and maintaining customer accounts on banking systems.

Achievements:

- Played a key role in successful data migration projects, improving operational workflows.
 - Reduced compliance-related errors through staff training and process optimization.
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FIT FIX GYM

Customer Service Representative & Sales Associate | 2011–2013

- Delivered exceptional customer service, ensuring client satisfaction and retention.
 - Promoted gym memberships and fitness programs, consistently meeting sales targets.
 - Conducted member orientations, introducing new clients to facilities and services.
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Modern Education School

School Administrator / Teacher | 2010–2011

- Contributed to student development through effective teaching methods and a supportive learning environment.
 - Assisted in curriculum implementation and conducted assessments to track academic progress.
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Technical Skills

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).

- Experienced in Customer Relationship Management (CRM) systems.
 - Skilled in data management, analysis, and reporting tools.
 - Knowledgeable in inventory management software.
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Soft Skills

- Leadership and Team Management
 - Strong Communication and Interpersonal Skills
 - Problem-Solving and Decision-Making Abilities
 - Attention to Detail and Organizational Skills
 - Adaptability and Time Management
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Languages

- Arabic: Native
- English: Mid-Level (In both written and verbal communication for professional environments)