

# Arwa Salah Samha

---

Phone: +962 79 674 7754

Email: [arwasamha@gmail.com](mailto:arwasamha@gmail.com)

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)
- 

## Education

### Bachelor of Sports Science

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.
- 

## 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.

#### Achievements:

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

## 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.
- 

## 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.
- 

## 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.
- 

## 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
- 

## Languages

- Arabic: Native
- English: Fluent (Proficient in both written and verbal communication for professional environments)