

Asma Jaber Magableh

Amman, Jordan
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Objective

I seek to join a dynamic work team where I can utilize my skills and experience to contribute to achieving the organization's goals. I aspire to develop my career by working in an environment that provides me with opportunities for continuous growth and learning, with a focus on providing added value that enhances the organization's successes.

Education

Bachelor's degree in statistics

Yarmouk University, Jordan

- Estimate is good

Bachelor of Financial and Banking Sciences

Yarmouk University, Jordan

- Good grade - minor specialty

Work Experience

Mathematics teacher

2010-2024

Governmental school, Al-Hashemi neighborhood school , Jordan

- Preparing lessons in a way that is consistent with the curriculum, and presenting concepts in mathematics in a clear and simple way.
- Preparing and correcting tests and assignments, and evaluating students' progress periodically. It also includes providing constructive feedback to students and developing plans to improve the level of students who need additional support.

Assistant site manager

2019-2020

Khaled Marayat Contracting Company, Jordan

- Monitor and coordinate daily operations on site.
- Ensure compliance with safety and quality standards.

Data entry volunteer

2018-2019

Jordan River Foundation, Jordan

- Entering data accurately and quickly: This includes converting data from various sources, such as paper forms or electronic files, into an electronic system
- Organizing and updating databases: This includes reviewing the entered data to ensure that there are no errors or duplication.

Data entry

2018

Norwegian organization NRC

- Data entry and analysis: This includes collecting information from various sources and entering it accurately into electronic systems or databases, ensuring that it is free of errors.
- Organizing and updating records: This includes maintaining the organization of records and data to ensure easy access to them and updating them periodically.

Mathematics teacher

2016 - 2018

International Excellence Academy, Jordan

- Preparing lessons in a way that is consistent with the curriculum, and presenting concepts in mathematics in a clear and simple way.
- Preparing and correcting tests and assignments, and evaluating students' progress periodically. It also includes

providing constructive feedback to students and developing plans to improve the level of students who need additional support.

Data entry volunteer

2017

International Relief Organization, Jordan

- Entering data accurately and quickly: This includes converting data from various sources, such as paper forms or electronic files, into an electronic system
- Organizing and updating databases: This includes reviewing the entered data to ensure that there are no errors or duplication.

Data entry volunteer

2017

Al-Asayel Association, Jordan

- Entering data accurately and quickly: This includes converting data from various sources, such as paper forms or electronic files, into an electronic system
- Organizing and updating databases: This includes reviewing the entered data to ensure that there are no errors or duplication.

Data entry

2016

University Liaison Centre, Jordan

- Data entry and analysis: This includes collecting information from various sources and entering it accurately into electronic systems or databases, ensuring that it is free of errors.
- Organizing and updating records: This includes maintaining the organization of records and data to ensure easy access to them and updating them periodically.

Courses

- Public Safety Course, Khaled Mirayat Company, 2024.
- Preparing individuals for the labor market, Jordan River Foundation, 3/2018- 4/2018.
- Developing basic life skills, Jordan River Foundation, 3/1/2018 - 3/15/2018.
- Employment skills course at the Norwegian organization.
- Communication skills course at UNICEF.
- Entrepreneurship Course, Yarmouk University.
- Statistical analysis course at Yarmouk University, 18 hours.
- ICDL course at Yarmouk University.
- Training of trainers course at the Norwegian Council.
- Employment skills course at the Norwegian Council.
- Job interview skills course at the Norwegian Council.

Personal skills

- Time management.
- Effective communication.
- Time management.
- Problem solving.
- Speed of learning.
- Teamwork.
- Team leadership.

Computer skills

- Working on all Microsoft Office programs .
- Data entry.

Language

- Arabic : Native
- English : Excellent

References

- Al-Asayel Association: 0777495392.
- Mr. Ayham Abu Al-Shaar: 0779609910.