

Aseel Handoumeh

Admin Assistant / Translator

Amman, Jordan

Email Address: seela2003@gmail.com

Mobile Phone: +962 789595773

A highly organized, customer-centric administrative assistant with work experience looking to leverage my remarkable communication, problem-solving and time management skills to provide exceptional customer service, streamline administrative procedure, and ensure organizational operations run smoothly.

EMPLOYMENT

JAN 2024 –

Present

Marj Al Hammam, Amman

ADMIN ASSISTANT

Speak English with Dr. Audai Institution

Key Responsibilities:

- + **Scheduling and Follow Up:** Manage and coordinate schedules for managers, or teams, including meetings and appointments as well as follow up and schedule with clients.
- + **Data Entry:** Enter and maintain accurate records, data, and documents in databases, spreadsheets, or other software systems.
- + **Phone and Email Management:** Answer phones, respond to emails, and direct calls and messages to the appropriate personnel.
- + **Team Support:** Assist other team members with tasks and Information as needed.
- + **Managing time:** effectively managing time to meet deadlines and prioritize tasks.
- + **Continuous Learning:** Stay up-to-date with industry trends, software applications, and company policies to improve skills and performance.

EDUCATION

2021 – 2024

**BACHELOR DEGREE, ENGLISH LANGUAGE / TRANSLATION (GPA 84.9%
RATING EXCELLENT)**
Al-Zaytoonah University of Jordan– Amman, Jordan

LANGUAGES

English
Arabic

PROFICIENT/ FLUENT
NATIVE

SKILLS

Strong Communication and Negotiation skills.
Persistent and self-motivated.
Strong Leadership skills.
Team Management.
Critical Thinking and Strategic Planning.
Building relationships, Clients Acquisition and Client Retention.
Direct Marketing.

PERSONAL
INFORMATION

Date of Birth
Place of Birth
Nationality
Residence Location
Marital Status

03 MAR, 2003
JEDDAH, SAUDI ARABIA
JORDANIAN
AMMAN, JORDAN
SINGLE