ZAID IBRAHIM

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# **Summary**

**I am a dedicated and results-driven professional with a strong work ethic, committed to delivering high-quality results and achieving excellence in every task. Known for my persistence and attention to detail, I am always ready to take on challenging assignments, working diligently until completion, no matter how long it takes,**

**I am eager to bring my skills, learn quickly on the job, and contribute meaningfully to your team’s success. My goal is to make an immediate impact, streamline processes, and grow within a dynamic company, while continuously developing my technical and professional capabilities**

# **Education**

**Bachelor’s: Management Information Systems**

**Applied Sciences Private University**

# **Work History**

**Trainee - Medical Records**

**Ibn Al-Haytham Hospital – Amman, Jordan**

**07/2024**

**09/2023 to 10/2023**

# **Work Skills**

* **Microsoft (Office, Outlook, Power Automate)**
* **Microsoft Power BI**
* **Problem Solving**
* **Time Management**
* **Attention to Detail**
* **Typing speed 40WPM with Accuracy 94%**

# **Training courses**

* **Data entry**
* **Project management**
* **Risk management**
* **English Conversation**
* **ICDL**
* **Secretarial and customer service**
* **Data Analysis**
* **Front-end developer (HTML, CSS, JavaScript), Back-End developer (Python, PHP, Java, C#, C++, SQL, Figma)**
* **Advanced Excel**

# **Languages**

**Arabic: Native language, English: Advance**