

# BUSINESS ADMINISTRATIVE



# CURRICULUM VITAE

Motivated, personable business professional with multiple college degrees and a successful 9 -years .Talent for quickly mastering technology – completed certificate course.

Diplomatic and tactful with professionals and non-professionals at all levels, Business security, Analysis and design , Accustomed to handling sensitive, confidential records. Demonstrated history of producing accurate, timely reports meeting stringent administrative and HR. Flexible and versatile – able to maintain a sense of humor under pressure.

AIDA KURDI



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My Contact Details

## **Aida Tayseer Alkurdi**

Birth date: 14/01/1992

Address: Alwebdeh – Derar bin alazwar.St

**Mobile: 00962785210691**

**E-mail: kurdi\_aida@yahoo.com**

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### **Objective:**

To demonstrate and boost my technical and interpersonal skills and qualifications in a position in Administrative and HR management. Establishing organizational, customer Service, communication, and Office management skills proven by 13 years of successful achievements, happy customers, and lasting professional relationships.

### **Profile:**

- Motivated, passionate and responsible personable business professional with multiple Certificates and degrees with 13 successful years. Talent for quickly mastering technology – Professional with Microsoft Office Suite. Diplomatic and tactful with professionals and non-professionals at all levels, computer high skills, HR technical and social skills, accustomed to handling sensitive, confidential records. Demonstrated history of producing accurate, timely reports meeting stringent administrative and HR.
- Nursing - Nursing encompasses autonomous and collaborative care of individuals of all ages, families, groups and communities, sick or well and in all settings. includes the promotion of health, prevention of illness, and the care of ill, disabled people. Advocacy, promotion of a safe environment, research, participation in shaping health policy .

Flexible and versatile – able to maintain a sense of humor under pressure. Poised and competent with demonstrated ability to easily transcend cultural differences. Thrive in deadline-driven environments. Excellent team-building and team-playing skills

**Education Qualification:**

General Secondary school certificate (literary stream)

Interior design degree from Al Anduls College

**Certification & Training:**

- Boost with Facebook – advanced level / BDC
- Financial and tax consulting Course
- Payroll accounting from Miami academy / Canadian certificate
- FCPA
  
- Government Procurement Course
- UK&EU Competition law course
- Antitrust course
- Emotional intelligence Course
- Agility code for business ethics and conduct Course
- Combating Bribery in Business Course
- Market tour Course
- Success skills Course
- Manage My Money Course
- Lifetime Project Course
- How to become a leader
- Time Management
- Marketing

## **Experience**

- Mmhvision, Administration Manager and Social Media Specialists  
2017 – till Now
- Agility logistics Company, HR Officer & Administrative assistant  
2014 - 2017
- Invest Bank as a Receptionist in prime. Dept. 2 years 2012-2014
- Azadea Company (Zara) sales.
- Nesk Company (Stradivarius) sales.
- Health & beauty care shop for Dead Sea products as Showroom  
Assistant (2009-2011).

## **Skills:**

- Excellent computer skills (Windows Microsoft office and Internet search)
- Junior Graphic design: Photoshop – Illustrator – Premier
- Content Creator
- HR management
- Administrative Management
- Front-Office Operations
- Constant quest to develop myself on a practical level and business development
- Self-aware, always seeking to learn and grow
- Values teamwork
- Ability to manage multiple tasks in a pressured environment
- Positive attitude.
- Marketing & Sales techniques

## **Language:**

Arabic / Mother language

English / Very Good Writing & Speaking