

# **CURRICULUM VITAE**

## **Personal profile:**

- Name: Amoun Nayef Suleiman Suleiman.
- Place & Date of birth: Amman, 28th April 1992.
- Nationality: Jordanian.
- Marital Status: Single.
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## **QUALIFICATIONS**

- Bachelor Degree in Marketing, University of Jordan (GPA 2.57/4) rating: good (2010-2014).
- Jordanian General secondary school (Tawjihi), information technology stream, Al ittihad Schools.

## **WORK & TRAINING EXPERIENCE**

- Jordan Petroleum Product Marketing Company Ltd as Marketing administrative & Customer Service Officer (october2014-july 2016)
- Al-Nisr AL-Arabi insurance as Customer Relation Office ( march2017-september2017 )
- Basic Life Insurance Training Course On behalf of Al-Nisr Al-Arabi Insurance Co.
- English language course (English conversation certificate), Middle East Academy of Applied Sciences.
- Computer training, Geneva academy of Computer Studies.
- Event coordinator and can deal with many sponsorships (May/2014)

## **Personal Skills**

- Demonstrated motivation, ability to work under pressure, keen and fast learner, social, very cooperative and abidance to leadership.
- Excellent communication and organizational skills.
- Ability to deal with diverse team members.
- Dedicated, responsible and motivated.
- Athletic.
- Holder of private driver's license.

## **Languages**

- Arabic (reading writing speaking).
- English (reading writing speaking).

## **Computer Skills**

- Windows environment; MS Office, including: Word, Excel, Power Point and Front Page.
- Proficient in internet research as well as development and maintenance of excel databases.

Note: References are available upon request