

Amman - Jordan

+962 799364931

[Ghosounagel@yahoo.com](mailto:Ghosounagel@yahoo.com)**Personal Info**

Birth date: 17 of November 1997

Gender: Female

Nationality: Jordanian

Visa Status: Citizen

Marital status: Single

**SKILLS****LANGUAGE**

Arabic

English

**PERSONAL**

COMMUNICATION

ORGANIZATION

TEAM PLAYER

CREATIVITY

SOCIAL

Time Management

Multitasks

# Ghosoun Mohammad Aqel

## Planning And Project Management

**Work Experience****1. Kasih Food Production Company  
Administrative Assistant**

(February 2020 – Present)

- Manage the company's health insurance and the process of entering and exiting employees to and from insurance in coordination with the Human Resources Department.
- Managing the renewal process for employee health certificates.
- Follow-up issues related to the contract of Umniah Coordination with the Finance Department.
- Follow up conducting interviews in coordination with the Human Resources Department.

**Training Experience****"AMARK" Company  
Telemarketing**

August 2019 – November 2019

- Receiving calls from customer.
- Recording of customer personal information in computer systems.
- Dealing with customer complaints and providing appropriate solutions.

**EDUCATION**

(2016 – 2019)

**Bachelor's OF Planning and project management**

Al-Balqa 'a Applied University

Total GPA of 3.29 out of 4.00 (Very Good)

### Courses & workshop

- Microsoft office (power point, word, outlook).
- Soft Skills and leadership.
- Basic and Intermediate Excel.
- Injaz training workshops.
- Workshop regarding to work environment with Loyac and King Abdullah II Found for Development.
- Several courses from Nibras academy:
  - positive thinking.
  - Team works.
  - Communication skills.

(References are available upon request)

### Activities

- Won the third place of impact week (Refugees Integration Program).
- Participated in initiative (You Belong to Here) about Archeology.
- Decision making (Ana Usharek) by National Democratic Institute.
- Volunteered with an organization 'future pioneers' in a recycling project.
- I participated in a program designed by Lewan youth space and ActionAid Arab Region about "how to make Unique idea and Executing it in reality ".