



BANAN HARB

OFFICE ADMINISTRATOR



Banans99190@gmail.com



(971) 58 300 6033



Dubai-UAE
Visa status: visit visa
DOB: Oct 13, 1990
Nationality: Jordanian

PROFESSIONAL PROFILE

Adept administrative with 5+ years of experience and proven skills in problem-solving and scheduling, goal-oriented Driven and motivated to help Organizations thrive. Skilled in prioritizing and completing tasks independently. Seeking to a responsible job with an opportunity for professional challenges, thus contributing to the company's growth.

WORK EXPERIENCE

JUL.2013-FEB.2020	OFFICE ADMINISTRATOR - AL RAGHAD AL MASI - ABU DHABI, UAE
JAN.2013 -JUL.2013	HR OFFICER - AT YOUR SERVICE – ABU DHABI, UAE

ACHIEVEMENTS

- I have prepared special excel forms for recording tax expenses and sales; In order to facilitate the process of registering it with the federal Tax authority of the United Arab Emirates.
- I have Developed and implement a new procedures to reduce and save money of the company, such as; reuse and recycle things, reduce and stop implementing the unimportant expenses, etc.
- I have reorganized all the files in the company to make them more organized and easy to access when needed, which saves time and effort.
- I have added and implemented on a smart and specialized excel system; which was monitoring the attendance of employees in the company which helps to save time of the company.
- I have created and developed Excel and Word files and forms for the company such as; Invoices, monthly expenses, employee information, quotations, annual contracts, inventory statement, purchase requisition, leave requests, payroll, resignation, termination request, clearance, lease contracts, and other forms.
- I have Trained all the interns in office tasks which later became full-time employees.

EDUCATION

BA IN ACCOUNTING –
YARMOUK UNIVERSITY
- IRBID, JORDAN
2008-2012

LANGUAGES

ARABIC

- MOTHER LANGUAGE

ENGLISH

-READING ██████████
-SPEAKING ██████████
-WRITING ██████████

SKILLS

Soft skills:

- Time management
- Organization
- Attention to detail
- Problem-solving
- Independence
- Planning
- Communication
- Multi-Tasking
- Inventory
- Office Administration
- Event Coordination
- Research
- Prioritizing
- Training
- Dynamic & Flexibility
- Emotional Intelligence
- Customer service

TRAININGS & COURSES

- | | |
|----------------|---|
| SEP.21-OCT.21 | • Advanced Excel Course, 30 Hours, Issued from Al Shalabi Academy for Training and Development. Irbid, Jordan |
| SEP.21-OCT.21 | • Typing Course, 30 Hours, Issued from Al Shalabi Academy for Training and Development. Irbid, Jordan |
| SEP.21-OCT.21 | • Human Resource Course, 30 Hours, Issued from Al Shalabi Academy for Training and Development. Irbid, Jordan |
| SEP.21-OCT.21 | • Public Relation Course, 30 Hours, Issued from Al Shalabi Academy for Training and Development. Irbid, Jordan |
| 2016-2018 | • Intuit QuickBooks, (Accounting Program) Abu Dhabi, UAE |
| SEP3,2013 | • QMS Certificate (Internal Audit Training Course for Quality Management System. ISO 9001: 2008), Issued from Quality Reliance Middle East Mgt. Abu Dhabi, UAE |
| NOV.12 -DEC.12 | • Professional accountant training course, 36 Hours Equivalent to one-year practical experience in the Accounting Field, Issued from JAA (Jordanian Accountants Association). Irbid, Jordan |

Technical skills:

- Microsoft office(MS-Excel,word,etc)
- Search engine optimization
- Data Analysis
- Human resources
- Data entry
- Social media
- Video creation

INTERESTS

- Playing sports (football, tennis, etc.)
- Solving puzzle games
- Reading, writing books and articles
- Drawing, sketching and painting
- Cooking and baking
- Travelling

REFERENCES

- Mehera “colleague +971 55 300 9516
- Sara “friend “ +971 56 333 0474