

CURRICULUM VITAE

First Name : Sajeda bajes Abdul Kareem
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ACADEMIC QUALIFICATIONS

University / Institute	Degrees	Faculty	From - To
Mimouna bent el hareth secondary school	82	science	2003-2004
University of Jordan	3.17 (very good)	Biological science	2004-2008

PROFESSIONAL COURSES

Year	Course Description	Field	Place, Authority
2019 till now	Department secretary	Civil engineering department	University of Petra
2015- 2018	Indexing all files according to quality assurance standards and internal audit and makes studies and statistics related to the academic programs for QS purpose	quality management systems internal auditing in pharmacy college and member of quality assurance committee in college	University of Petra
2015-9/2018	Lab supervisor	All fields of biology	Petra university
2010-2013	Technician laboratory	All fields of biology	University of Jordan

2009	Research assistant	Plant viruses	A national center for agriculture research
2008	Training	Technician laboratory	Al-Hayat general hospital laboratory +shmaisani hospital laboratory

LANGUAGES

	Speak			Read			Write			Understand		
	Excel	Good	Fair	Excel	Good	Fair	Excel	Good	Fair	Excel	Good	Fair
Arabic	*			*			*			*		
English	*			*			*			*		

Computer skills

- Computer literate (MS Word, Excel, PowerPoint, Internet, etc.)
- Microsoft office 365
- MIE Microsoft 365 educator community.
- Advanced excel