

Abdullahalraqqad

ADMINISTRATIVE ASSISTANT

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St.zayad bin



Amman/sahab

Linkedin.com/username



PROFILE

Administrative Assistant with 2+ years of experience organizing, preparing facility reports, and maintaining the utmost confidentiality. Possess a B.A. in Business Administration and expertise in Microsoft Excel And all other programs. I look forward to benefiting from my knowledge and experience in another role and organization.

PROFESSIONAL EXPERIENCE

ADMINISTRATIVE ASSISTANT

JORDAN COMMERCIAL BANK / jordan, / 2021 - Present

- Supervising employees, printing daily reports and matching all banking work
- Follow up the target professionally so that there is no focus on one product to become the growth rate according to high professionalism
- Focus on matching the organization with the development of employees and motivating them to always provide the best
- We always look forward to moving forward and looking for other job opportunities for self-development

Customer Service

JORDAN COMMERCIAL BANK / jordan, / 2014 - 2021

- I received several cash prizes and local trips as a result of my excellence in work and achieving the target by me for the institution and motivating me to come forward management
- We bear all the pressures of work and delay in work, which helps us to develop
 - secrecy and high professionalism, which achieves an excellent customer base
- Working in a team spirit and transforming it to solve any problem and difficulty that a coworker finds
- 4 new employees, including those recruited from other banks, were trained to work

EDUCATION

Bachelor / Business Administration
Zaytouna University, jordan
2008 - 2012

Literary
Abdaliya secondary school, jordan
2007 - 2008

KEY SKILLS

Analytical thinking, planning



Strong communication



Tolerant and flexible



Organization



Problem solving



Team leadership



AWARDS

JORDAN / 2018-2021
JORDAN COMMERCIAL BANK / BANK

