

Heba Jamal Alsaadi

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Address: Saudi Arabia-Riyadh

**Personal Info:**

- Date of Birth: 13/03/1994
- Nationality: Jordanian

**Objective:**

While retaining an interest in both the needs of customers and the company, I am seeking a career that meets with my experience. I am an organized, efficient and dynamic worker who is able to cope with a high-pressure environment and tight deadlines.

**Education:**

- 2012- 2016, Hashemite University, Bachelor Degree in Economics, Zarqa- Jordan.

**Work Experiences:**

- 2021, Business development officer in Saudi Arabia
- Feb 2018, working for Luminus Education as an Employment Hub Officer .
- Aug 2016 until Feb 2017, working for Al- Asalah Academy as Financial Officer, Collection.
- June 2015 Sep 2015, Working for Jordan UAE Exchange L.L.C. as Exchange.
- August 2014, trainee for 2 months in King Hussein Cancer Centre as Medical Records Officer.
- June 2013, trainee for 2 months in the Central Bank of Jordan as Researcher, Open Market Operations and Public Debt, and External investment and operations

**Special Courses:**

- Feb 2018, Luminus Education Group, Al Quds Collage, a Training Diploma in Customer Service and Call Centers, Certified from City and Guilds.
- May 2016, LOYAC, Darb 2 training program. several trainings as follows: "Certified from LOYAC"
- Self-improvement.
- Creative Thinking
- Work Ethics
- Proper Behaviors at Work
- Initiatives and Voluntary Work
- May 2016, LOYAC, T- 21 training program. several trainings as follows: "Certified from LOYAC"
- Leadership
- Public speaking and Presentation Skill
- May 2013, LOYAC, Darb 1 training program. several trainings as follows: "Certified from LOYAC"
- Communication Skills
- Work Environment
- Positive Thinking
- 2014, Injaz, Training in Effective Communication Skills at Work.

**Language skills:**

- Good command of both spoken and written English, besides, my first (native) Arabic language

**Computer Skills:**

- Competent to utilize the use of numerous computer software packages such as, Word, Excel, Front page, Outlook and Power point.

**Other Skills:**

- Negotiation Skills.
- Working Under Pressure.
- Communication Skills.
- Presentation Skills.