Tuqa Fawaz Alomari

Business Administration Graduate
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PROFILE

Motivated Business Administration graduate eager to launch a career in administrative and operational management. Possesses strong organizational skills, proficiency in business tools, and a proactive mindset to support business growth and efficient daily operations.

EDUCATION

Al-Balqa Applied University-Al-Huson University College — Irbid, Jordan
Bachelor of Business Administration (BBA) — Sept, 2022 – Jul 2026
Cumulative GPA: 3.15/4.0

WORK EXPERIENCE

Human Resources Intern — **HR Department - Field Training**
2/2026 ~ 7/2026

• Gained comprehensive knowledge of HR operations, organizational policies, and administrative workflows.
• Assisted in executing daily administrative operations and managing employee personnel files.
• Managed data entry, document archiving, and filing of official paperwork and correspondence using Microsoft Word.
• Utilized ***SPSS*** software for statistical data analysis and processing administrative records.
• Tracked employee attendance, leave requests, and monitored daily administrative logs.
• Observed and learned key HR processes, including recruitment, promotions, and employee affairs.
• Developed professional communication and teamwork skills while working effectively in a formal business environment.

SKILLS

- Technical Skills: Office Administration, Data Entry, MS Office (***Excel, Word, PowerPoint***), ***SPSS,*** Document Management, Report Writing.
- Soft Skills: Problem Solving, Team Collaboration, Time Management, Organization & Attention to Detail, Effective Communication
- Languages: Arabic (Native), English (Intermediate)