



## **MUNA S. AL-AUDWAN**

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## **PERSONAL DATA**

**Date Of Birth:** 28 May,1976

**Place Of Birth:** Kuwait

**Gender:** Female

**Residence:** Aqaba

## **EDUCATION**

1993 - 1994 high school

That Al-Sawari Secondary School

## **QUALIFICATIONS**

September 2010 – Till Now **AQABA HOTELS ASSOCIATION(AHA) Administrative Assistant**

February 2010 – August 2010 **CONSOLIDATED CONSULTANTS(CC) TalaBay Project Administrator**

October 2009 – January 2010 **Alnahj Oil Services Inc Libya-Tripoli Office Manager**

July 2009 – October 2009 **CONSOLIDATED CONSULTANTS(CC) TalaBay Project Administrator**

August 2006 – November 2008 **AQABA GULF CONTRACTING COMPANY LTD**

**TalaBay Project Office Manager**

October 2005 – July 2006 **CONSOLIDATED CONTRACTORS CO LTD. (CCC) ALKHRAMEH Neighborhood Project( Aqaba) Secretary**

Feb. 2004 – Oct. 2005 **CONSOLIDATED CONTRACTORS CO LTD. (CCC) MEREN Sand Silica Project ( Humaymah) Secretary**

June 2002 - February 2004 **MIDDLE EAST SHIPPING SURVEYS (SAYBOLT) Executive Secretary**

September 2001 – April 2002 **AQABA MOVENPICK & RESORT Order Taker / Coordinator**

August 1999 - May 2001 **AQABA INDUSTRIAL ESTABLISHMENT Secretary**

## **TRAINING SKILL**

**December 2005**

- Democracy & Human Rights Trainer Skills Seminar By EMYB

**June 2003**

- Customer Service Skills Workshop By EJADA

**June 2003**

- Creative Thinking & Communication Skills Workshop



**April 2003**

- Telephone Communication Skills Workshop By EJADA

**September 2001 - April 2002**

- Using FIDILIO System

**February 2004**

- Using AutoCAD Programme
- Using Microsoft Project Programme
- Using Primavera Programme

**June 1997 - July 1997**

- Computer Course ( WinWord, Excel, Dos, Internet , Window's )
- Computer Tipping Course ( WinWord )

**VOLEENTRY WORKS**

Red Cross Organization

**Participant**

Jordan Environmental Diving Society (JERDS)

**Member**

Jordan Youth Forum (JYF)

**Participant**

INJAZ

**Trainer**

Earth Association for International Development ( JYEG )

**Public Relations**

**LANGUAGES**

Arabic : Mother Tongue

English : Very Good( Reading Writing, Speaking )

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