



Rajaa Khair Al-Zuobi



PERSONAL PROFILE

- **Date of Birth:** 24th Jun. 1985.
- **Sex:** Female.
- **Marital Status:** Single.
- **Nationality:** Jordanian.
- **Mobile:** 00962 77 7367398
- **Email:** rajaa_alzouby@yahoo.com
- **Address:** Amman, Jordan - Ein AL-Basha

CAREER OBJECTIVE

- To expand knowledge and experience.
- For better profiting career.
- For better continuous education.

EDUCATION:

University of Jordan
Sep 2004 – Jun 2008
Business Administration College
B. SC degree in Economics

EXPERIENCE:

1. Working one year (1/8/2009 – 1/7/2010) as a Data Entry in IPSOS Co. for Research & Studies. In addition to management the corresponding letters
2. From 1/8/2010 -1/5/2011 am working in Qodurat Company specialist for employee as aData Entry

TRAINING COURSES ATTENDED

- JENIVA CENTER, from the period of Aug. – Oct.2010:
 - ICDL certificate.
 - Typing and entering data
 - Internet Search
 - Learning the ability to work with the Business & Financial programs.



QUALITIES:

- Maintaining good interpersonal relationships.
- Training and teaching skills.
- Ability to work individually and within a team.
- Organizational skills
- Good communication skill.

LANGUAGES

Arabic: Excellent skills; reading & writing.

English: Very good skills; reading & writing.

HOBBIES:

- Drawing.
- Writing notions.
- Listening to soft music.

WHY I CHOOSED THIS JOB:

I find myself suitable for this job because I have a strong knowledge base, high self esteem, and the most important thing that I love this job and that's will make me creative.

[Back to Jordan Highlight](#)