



# C.V



## \*Personal Information

<b>Name:</b>	<b>Safa'a Ahmad Kamel Gharaibeh</b>
<b>Place of Birth:</b>	<b>Irbid</b>
<b>Date of Birth:</b>	<b>21/1/1982</b>
<b>Nationality:</b>	<b>Jordanian</b>
<b>Current Address:</b>	<b>Irbid - Hawara</b>
<b>Mobile Number:</b>	<b>0799824225</b>
<b>E-Mail:</b>	<b>s.gharaibeh@inu.edu.jo</b>

## \*Qualifications

No	Degree	Specialization	Average	Appreciation	Study Language	University Name	Graduation Date
1	Bachelor	CIS Computer Information Technology	75.1	Good	English	Yarmouk University	2006

## \*Scientific Expertise (Administrative & Academic)

NO	Function	Work Place	Duration Of Employment
1	Private Teacher	At home	2006-2009
2	Computer Lap Supervisor	Irbid National University	2009-until now
3	Executive Secretarial	Irbid National University	2020-until now

## **\*Training courses**

1-	Computer maintenance course from network and maintenance department in Irbid National University.
2-	Typing course in Arabic and English from Sara Center.

## **\*Certificates of Appreciation**

1-	A Certificate of appreciation from INU regarding the committee for receiving new students.
2-	A Certificate of appreciation from INU for the data that I collected and entered on SPSS software to made a study for the students time table.
3-	A Certificate of appreciation from Al- Jundi Hotels Management for the software project that I made for them.

## **\*Skills**

1-	Ability to work under pressure.
2-	Ability to collaborate and get work done accurately.
3-	Ability to learn and work on new software.

## **\*Languages**

Arabic	Excellent reading, writing and speaking.
English	Excellent reading, writing and speaking.
Others	-----