

MAHA AHMED BADER,

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EDUCATION

ICDL CERTIFICATE, CAMBRIDGE UNIVERSITY - LONDON,
JORDAN Branch 2008.

Bachelor of ECONOMIC / COMPUTER - YARMOUK UNIVERSITY
(Degree: Good), JORDAN 1994.

High School / Scientific Branch (90.2%) - KUWAIT 1990.

WORK EXPERIENCE

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|-----------------------|---|---|
| Dec./2014 – Till now | * | Administrative Assistance,
Mechanical Engineering
Department, (College of
Engineering),
SHARJAH UNIVERSITY |
| May./2011 – Dec./2014 | * | Administrative Assistance,
1. Administrative assistant
Sharjah Institute for Medical
Research
2. Administrative assistant
:Foundation Year
(College of Medicine)
SHARJAH UNIVERSITY |
| Jan./2010 – Feb./2011 | * | Administrative Assistance,
Clinical Training Center
SHARJAH UNIVERSITY |

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|------------------------|---|---|
| Nov./2007 – Jan./2010 | * | Administrative Assistance,
College of Pharmacy
SHARJAH UNIVERSITY |
| Sept./1997 – Dec./1997 | * | Data Computer Entry
KHALIFAH COMMITTEE
ABU DHABI – U.A.E |
| 1995 – 1997 | * | Al Ram Factory for Medicinal manufactures-
Jordan; In Q.C, R&D and Administrative
Departments
Jordan |

LANGUAGE SKILLS

- English & Arabic (fluent).
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COMPUTER SKILLS

- Microsoft word.
 - Microsoft Excel.
 - Microsoft Power Point.
 - Microsoft Access.
 - IT.
 - Microsoft Win Word.
 - Internet Explorer
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OTHER RELEVANT SKILLS

- Quick & Active.
 - Communication & Interpersonal skills.
 - Cooperative.
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