

# ARWA ALBERAWI

DIRECTOR ASSISTANT

## CONTACT

🏠 Amman, Jordan  
☎ 0797750650  
✉ arwa.berawi@gju.jo

## PROFILE

Experienced, self-motivated, responsible, and hard-working person with many years of diverse experience. I am a mature team player and adaptable to change and challenging situations. I work very well in team environment. I can work well under pressure and adhere to strict deadlines.

## EXPERIENCE

- |                |  |
|----------------|--|
| 2018 - Present | <b>German Jordanian University</b><br><i>Human Resources Director Assistant, Amman</i><br>Description of the job, position and responsibilities.                         |
| 2014 - 2018    | <b>German Jordanian University</b><br><i>Head of Scholarships Section and Health Insurance Section , Amman</i><br>Description of the job, position and responsibilities. |
| 2008 - 2014    | <b>German Jordanian University</b><br><i>Human Resources administrator , Amman</i><br>Description of the job, position and responsibilities.                             |
| 2005 - 2008    | <b>Jordan University</b><br><i>Centre of Consultation Secretariat, Amman</i><br>Description of the job, position and responsibilities.                                   |

## EDUCATION

- |             |  |
|-------------|--|
| 1997 - 2001 | <b>Bachelor Degree in Public Administration</b><br><i>Jordan University, Amman</i><br>Description of the education/course. |
|-------------|--|

PERSONAL INFORMATION

**Name**  
Arwa Alberawi

**Birthdate**  
20 Apr 1978

**Gender**  
Female

**Residence**  
Amman, Jordan

**Nationality**  
Jordanian

SKILLS

Skill group		Skill group	
Multi-Tasking	<div></div>	Computer Skills	<div></div>
Communication skills	<div></div>	Working Under Pressure	<div></div>
Management	<div></div>	Team Player	<div></div>
Leadership	<div></div>	Detailed Oriented	<div></div>