

## Curriculum Vitae

**Name:** Ahmad Jamal Aldeen Noor

**Nationality:** Jordanian

**Marital Status:** Married

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### Education

**2014**

Master's Degree in Law with Very Good GPA- Al-Ahliyye Amman University

**2003**

Bachelor's Degree in Law with Very Good GPA- Philadelphia University

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### Employment History

Head of Academic Staff Section Human Resources Department German Jordanian University	June 11 <sup>th</sup> , 2015 - Present
Head of Administrative Auditing Section Internal Auditing and Control Department	September 7 <sup>th</sup> , 2013 – June 10 <sup>th</sup> , 2015
Head of Grants and Scholarships Section Financial Department German Jordanian University	February 14 <sup>th</sup> , 2012 – September 16 <sup>th</sup> , 2013
Admission Administrative German Jordanian University	September 14 <sup>th</sup> , 2009 – February 13 <sup>rd</sup> , 2012
Al-Dwaik Office for Advocacy and Legal Advice (Part time – Evening)	March 15 <sup>th</sup> , 2009- Present
Registerer and data entry/University of Petra	February 8 <sup>th</sup> , 2008 – September 13 <sup>rd</sup> , 2008
Registerer and data entry/ Isra University	April 4 <sup>th</sup> , 2005 – February 7 <sup>th</sup> , 2008

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**Work nature:**

During my work, I was entrusted with the following tasks:

- Follow-up appointments and renewals of faculty members' contracts and promotions.
- Follow up on the application of laws, regulations, and instructions in force at the university and how employees perform and apply these laws.
- Preparing and auditing financial claims and keeping all relevant papers in the proper ways.
- Work as a representative of the German Jordanian University to the Jordanian Ministry of Higher Education regarding grants and scholarships.
- Preparing, processing, entering the study schedule, checking it, and conducting any transaction related to the study schedule in terms of opening, canceling, or dividing classes.
- Accepting new students, guiding them, registering courses for them, introducing them to the university's facilities, and showing the positive and bright image of the university.
- Checking the files of students expected to graduate, ensuring the correctness, integrity, and completeness of papers in the files, and following up on deficiencies and reporting them, according to the requirements of the Higher Education Commission.
- Receiving grades from faculties, checking them, arranging them, and saving them at the end of each semester.
- Arranging matters related to special scholarships for students and keeping them in the place designated for them.
- In addition to the regular tasks of the registrar in terms of entering students' data on the system, making an academic record for each student and a study plan to follow until he graduates from the university, registering courses for students, and conducting the withdrawal and addition process.

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**Languages:**

Arabic Language: Mother Tongue.

English Language: Good Reading, Writing, and Conversation

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**Skills:**

- High skills in using computer.
- The ability to use different softwares.

- Use the Internet easily and communicate through it.
  - The ability to cope with work pressures.
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**Introducers:**

- Doctor Ghazi Samawi- Deputy Dean of Business School at the German Jordanian University, Telephone: 00962799996337
- Doctor Mahmoud Al-Kilani -Academic Staff at Al-Ahliyye Amman University, Telephone: 00962795633509