

Ikram Abdelraheem Al Naji



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Marital Status: Single

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Objective:

To seek employment that best utilizes my skill and work experiences.

Personal Profile:

I am a highly experienced person who can work to meet deadlines & tight schedules even under pressure. Meticulous in my approach to work, I can adapt myself to any environment. I am able to plan and prioritize effectively taking into account all the relevant issues and factors while maintaining lingual competence, patience, self-confidence and cultural awareness in relaying the required information. I offer flexibility, attentiveness to demands without overlooking details, the ability to prioritize efficiently and to portray a professional image at all times. I always try to identify complains-if any-and respond appropriately and effectively. I have also been able to extend my circle of connections to governmental and private sector.

Education and Courses:

1991-1995	B.A. in Administration-Yarmouk University (Good).
2020-2022	MSc. In Business Entrepreneurships-Princess Sumaya University

Highlights of Work Experience:

Nov. 1998-May 2005	Director - Vice President Office <u>Jordan University of Sciences and Technology:</u>
June 2005-Dec. 2005.	Executive Secretary- President's Office <u>German-Jordanian University (GJU):</u>
Jan. 2006-Dec.2006	Director, President's Office <u>German-Jordanian University (GJU):</u> <ul style="list-style-type: none">- Providing the President with high level of support.- Managing the office logistic.- Managing the calendaring and the archiving.- Managing public relations and protocols associated with the President's office in cooperation with the University's Public Relations Department.- Organizing meetings, preparing the agenda, distributing it to the members, and following up on the implementation of the decisions arising therefrom.- Make and follow up travel reservations and preparing and coordinating schedule for the guests.
Jan. 2007- Apri.2018	Director, Presidency and Councils' Affairs Department <u>German – Jordanian University:</u> <ul style="list-style-type: none">- Preparing and following up the promotions for the academic staff into the different ranks.- Preparing lists of reviewers, selecting names, and communicating with them in order to assist in evaluating the research of faculty members applying for promotion.

April 2018- Jan. 2020	Assistant to the Dean/Graduate School of Business - Amman
2020-Oct. 2021	Assistant to the President/Jabal Amman Campus <ul style="list-style-type: none"> - Responsible for following up all logistical matters related to the university building in Jabal Amman in terms of distributing classrooms for different subjects. - All general maintenance matters related to the building, in addition to monitoring the security and cleanliness of the place. - Follow up on the logistics of extracurricular activities for students. - Receiving guests, preparing their visit programs and following up on their implementation. - Coordinating with the deans of faculties and directors of centers regarding any activity related to them and following up on providing the required needs for any activity.
Oct. 2021 – Now	Assistant to the President/ Main Campus – Director of Maintenance Department. <ul style="list-style-type: none"> - Director of the Maintenance Department, in addition to the General Services Department, the Social Responsibility Office, and the University Campus Administration. - The maintenance department is responsible for the general maintenance of the university. Where the matters of building maintenance are transferred to the Maintenance Department and it becomes fully responsible for its periodic maintenance after its final receipt by the Engineering Department. - The responsibility of the General Services Department lies in the field of university security, agricultural matters, hygiene matters, in addition to transportation. - Social responsibility is linked to full coordination and communication between the university and the surrounding community and providing assistance to the local community as required by regulations and instructions. - Manage the university campus with all its facilities and provide full logistical support to it according to need and capabilities. In addition to providing a suitable, safe and clean environment for students and staff.

Practical Courses:	
	- Executive secretaries and offices management.
	- Techniques of Meetings Management.
	- Microsoft Access.
	- Marketing at the German-Jordanian University.
	- Public Relations and Protocols.
	- Practicing course in Magdeburg University in Germany in the program of the (Exchangeable Experiences for the Administrative Staff in Both GJU and Magdeburg University).
Committees:	
	- The Head of the Events Management Committee (GJU)
	- Member, Graduation Ceremony Committee (GJU)
	- Member, Evening of Excellence Committee (GJU)
	- Member, Employees Affairs Committee at (GJU).
	- Member, Disciplinary Council for the Employees (GJU).
	- Member, Building Committee
Languages:	
	- Arabic / Mother tongue.
	- English / Fluent.
Hobbies:	
	- Playing Chess.
	- Reading.
Summery of Qualifications:	
	- Excellent knowledge in Office Management.

	<ul style="list-style-type: none"> - Computer Literate (Microsoft Word, Excel, Outlook, PowerPoint, Project management and the Internet).
	<ul style="list-style-type: none"> - High degree of responsibility and dedication.
	<ul style="list-style-type: none"> - Diplomatic and communicative.
Courses I gave	<ul style="list-style-type: none"> - Secretary and Offices Management.