

CURRICULUM VATE

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CARRIER OBJECTIVES:

To achieve a career enhancing position in an organization where my experience and Education abilities and talent can be fully recognized and exploited

SUMMARY:

- 25 years of experience in Academic Library
- Proficient in Academic Library Systems.
- Extremely detail oriented and able to work with minimal supervision.
- Strong organizational skills and excellent personal communication.

EDUCATIONAL QUALIFICATION:

- Masters in Information & Management Systems.
Form Arab Academy for Banking and Financial Sciences, Amman – Jordan.

TECHNICAL SKILLS:

- Library Systems: Horizon, MINISIS M2L... etc.
- The ability to use Library of Congress & Dewey Classification.
- The ability to use MARC21.
- The ability to use most databases.
- Operating Systems: Windows 7, XP, 2000, 98/95.

PROFESSIONAL EXPERIENCE:

Company : German Jordanian University, Jordan (Public University)
Role : Assistant Library Director
Duration : Oct. 2015- Until Now.

Company : Royal University for Medical Sciences, Jordan (Private)
Role : Library Director
Duration : April.2014- Sept.2015

Company : German Jordanian University, Jordan (Public University)
Role : Library Director
Duration : Jan.2011- March 2014.

Company : **University of Burimi, Oman (Private University)**
Role : **Library Director**
Duration : **Sep. 2009 Until. Dec. 2010.**

Company : **German Jordanian University, Jordan (Public University)**
Role : **Librarian**
Duration : **Nov.2005 Until. Aug. 2009.**

Company : **Philadelphia University, Jordan (Private University)**
Role : **Librarian**
Duration : **1994-2005.**

RESPONSIBILITES:

- **Subscribing to foreign and Arabic Periodicals and Carrying out all correspondence and financial issues: Requests, Claims, Payment, etc.**
- **Data Entry: entering all Periodicals from card into MINISIS M2L System (Over 300 titles with back issues to 1990).**
- **Training and guiding students and all users to use the periodicals through the systems: Carrying out, Search queries and Research.**
- **Preparing monthly and yearly repots about the achievements of the section.**

Company : **Philadelphia University, Jordan (Private University)**
Role : **Branch Library Supervisor.**
Duration : **2002-2005.**

RESPONSIBILITES:

- **I was responsible for developing all the center print and online resources and holdings in addition to supervising the internet access through the lab.**

Company : **Philadelphia University, Jordan (Private University)**
Role : **Acting Heady Acquisition Section.**
Duration : **1995-2002.**

- **Contacting all book suppliers and publishers worldwide to request book titles, periodicals, online resources, act. (All library materials), and carrying out all formal correspondence.**
- **Conducting and supervising the library yearly budget.**
- **Supervising all library holdings and registering it and improving it: - this includes furniture, equipment's, computers, etc.....**
- **Acting library higher committee searching responsible for all monthly and yearly reports.**
- **Supervising the gifts and exchange program with other universities and educational centers and supervising the local society development program.**

Company : **Philadelphia University, Jordan (Private University)**
Role : **Employee in Library.**
Duration : **1994-1995.**

- During this period, I worked at all library sections and units starting at the circulation unit, the guidance and supervision unit.

STRENGTHS:

- Good Knowledge in Management Library Process.
- Good Knowledge in Management Library Systems.
- Good Knowledge in Database Systems.

PERSONAL ABILITIES:

- Can handle any given work with ease.
- Fully equipped with the knowledge of internet and internet browsing.
- Energetic and capable of working independently and a good deal of autonomy
- Have excellent time management skills & can meet the deadlines without compromising on quality
- Excellent communication & interpersonal skills
- Capability to learn new trends with changing times
- Willing to work with a team of professionals
- Capable to work in any circumstance
- Hard worker

PERSONAL DETAILS:

Date of Birth : 23 July 1971.
Marital Status : Married.
Religion : Islam.
Nationality : Jordanian.
Languages Known : Arabic, English & little bit Deutsch.

