

Muna Majed Salameh Abu Meizer

Amman, Jordan

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Languages

Arabic – Native

English – Professional

German – Professional

Core Skills

International Collections

Client Relations

Financial Follow-ups

Intellectual Property Support

MS Office

Communication Skills

Professional Summary

Multilingual International Collections Officer with experience in intellectual property services and cross-border client coordination. Strong background in financial follow-ups, international communication, and maintaining high professional standards with global clients.

Work Experience

Talal Abu-Ghazaleh Intellectual Property (AGIP)

International Collections Officer | 05/2024 – Present

- Managing international client collections for trademarks and patents
- Communicating with clients via email and phone regarding payments
- Coordinating internally to ensure accurate financial follow-ups
- Managing financial follow-ups with accuracy and professionalism

Crystel – Samsung Gulf Project

Digital Service – Social Media Expert | 02/2021 – 01/2022

- Resolving technical issues and creating service tickets
- Supporting digital product sales and online customer service

KERN Company

Project Manager | 04/2018 – 09/2018

- Translation quality control and project coordination

Education

German Jordanian University – Bachelor of Translation (German–English–Arabic)

GPA: 80% | 2014 – 2019

Certifications

WIPO DL-302 – Intellectual Property Course