

Name: Suha "Mohammad Nour" Mousa Abida

Date of Birth: 10<sup>th</sup> Dec., 1986

Place of Birth: Amman

Gander: Female

Marital Status: Single

Nationality: Jordanian

Home Address: Marj Al-Hammam – Jordan

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## **Education:**

2003 – 2004 Tawjihi (Iysha School/ Home Economics).

2004 – 2005 Sight & Sound Educational Center  
A full course in **Computed Secretarial Duties**  
which included the following:

1. Arabic & English Typing
2. Practical Typing Skills in Arabic & English
3. A full MS Office Computer Course
4. Arabic & English Business Correspondence
5. A full English Language Course
6. Office Skills & Organizational Behavior

## **Job Experience:**

Dec.-2018 – Nov.-2019 Data Entry - AlBayader Specialty Hospital

Sep.-2014 – Nov.-2018 Secretary – Istiklal Hospital  
(Continuous Medical Education and Training  
Department)

July-2010 – June-2012 Secretary – Arab Medical Center  
(Medical Director Office)

Sep.-2008 – May-2009      Data Entry – Middle East Micro Credit Company (MEMCC)

Nov.-2007 – Aug.-2008      Date Entry – Cooperative Housing Foundation International (CHF)

**Languages:**

Arabic: Mother Tongue.  
English.

**Skills:**

1. Excellent responsibility.
2. Strongly motivated and determined.
3. Good interpersonal skills
4. Welling to Quick Learning
5. Ability for Team Working & creative.

**References**

Upon request