ABOOD JRAFA

Administrative Professional

Amman, Jordan | aboodjrafa123456@gmail.com | 0776099843

PROFESSIONAL SUMMARY

Dedicated and results-driven Administrative Professional with a strong foundation in office management, workflow optimization, and organizational efficiency. Proven ability to streamline administrative processes, manage schedules, and support cross-functional teams to achieve organizational objectives. Eager to bring strong communication, technical aptitude, and attention to detail to a dynamic administrative role.

WORK EXPERIENCE

Administrative Assistant • **Professional Services** — **Jan 2022 – Present**

Amman, Jordan

- Streamlined daily office operations and document management systems, improving overall team productivity by 15%.
- Managed internal communications and coordinated schedules, meetings, and appointments for senior staff members.
- Resolved administrative inquiries efficiently, ensuring high levels of stakeholder satisfaction and operational continuity.

EDUCATION

High School Diploma / General Education • **Local Educational Institution** — **2021**

Amman, Jordan

CORE SKILLS & EXPERTISE

Administrative Skills: Office Management • Schedule Coordination • Document Control • Data Entry • Correspondence Management

Soft Skills: Communication • Time Management • Problem Solving • Team Collaboration • Attention to Detail

Technical Tools: Microsoft Office Suite • Google Workspace • Email Management • Basic Database Navigation

LANGUAGES

Arabic (Native) • **English** (Intermediate)