

Nadia Al Frihat

+962 79 826 7909 | adnad1981@gmail.com |

[linkedin.com/in/nadia-al-frihat-86220338](https://www.linkedin.com/in/nadia-al-frihat-86220338) | Amman, Jordan

I am a high caliber HR Professional with more than **~17 years of experience (continuous career progress)**. I own a **master's degree in computer science (excellent)**.

The foundation of my thinking is built around **problem-solving**, even before the problem occurs I have the **ability to anticipate it** using **if-then planning strategy and forward thinking**. If it does occur I use my **diagnosing skills to define** it. Once it is defined, I set a **systematic approach** to handle it and **trace it to its core causes**.

Accuracy is another trait that I master theoretically and in practice. This is a result of my years of continuous learning and accumulated experience.

Part of my work responsibilities is related to **effectively communicate** with various spectrums of people withers experts, administration or employees.

I am fully aware that he COVID-19 Epidemic has unleashed many hidden skills such as **collaboration, advanced usage of computer systems** and **perfecting remote work technicalities and styles** to avoid any unanticipated delays.

Finally, at this point of my career, I am looking to continue climbing the ladder of success and excellent performance by joining an organization with a near match to my qualifications and aspirations preferably a one that **utilizes high-tech and state of the art trends within my field**.

AREAS OF EXPERTISE

HR Leadership | Math | Education | Computer Systems and High Tech | Quality Assurance

EXPERIENCE

The University Of Jordan - Amman, Jordan

Head of Training and Development (Promoted from Administrative Officer) 01/2012 – Present

- Focal point for general relations in the Human Resources Department.
- Contribute to achieving the objectives of the university by a-racing and providing the necessary human resources to carry out the tasks set by the personnel system and continues high efficiency at the lowest cost.
- Development of management and computer systems, policies, procedures, and plans.

Al-Bena'a Al- Tarbawi School - Ajloun, Jordan

School Manager

09/2010 – 12/2011

Al-Ehsan Kindergarten- Ajloun, Jordan

Director

09/2008 – 12/2010

EDUCATION

Master's Degree in Computer Science – Honors Amman Arab University – Amman, Jordan GPA: 3.72 (Excellent)	2018
Bachelor, Computer Science Jerash University Jordan – Jerash, Jordan	2007
Diploma, Information Technology Al-Balqa Applied University – Al Salt, Jordan	2003

VOLUNTARY WORK

- **General Assembly Member @ [Bab Al -Khair Association for Voluntary Work](#)** (from 03/2017 to Present):
 - Provide help for poor families.
 - Collect donations for students who have been stranded without help.
 - Collect donations for people who lost their relatives or families or due to COVID-19 epidemic.
 - Provide assistance for homeless people who lost their homes due to weather conditions.

TRAINING COURSES

- ORACLE Training Course @ [The University Of Jordan](#)
- Statistical Package for the Social Sciences (SPSS) @ [The University Of Jordan](#)

LANGUAGES

- Arabic: Native
- English: Very Good

INTERESTS

- Painting (Especially Nature)