

AMAL YOUSEF AHMAD

ADMINISTRATIVE

My goal in my management career is to utilize my organizational and communication skills to enhance office operations and efficiency.

CONTACT INFO

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EXPERIENCE

RECEPTIONIST AND ADMINISTRATIVE ASSISTANT, Mind Clinic

October 2023 – July 2024

As an Office Administrator, I excel at organizing resources, coordinating schedules, and ensuring that everyday operations run smoothly by communicating effectively and solving problems.

RECEPTIONIST AND INSURANCE MANAGER, Kilani Physiotherapy Center

July 2022 – July 2023

As an Insurance Manager in a physiotherapy center, I ensure that insurance claims and policies are efficiently managed and processed, allowing for easy payment and regulatory compliance.

SHADOW TEACHER, International Independent Schools

2018 - 2020

SUPERVISOR, Amman Al-Ahliyya Schools

2017 – 2018

EDUCATION

• **ARABIC SIGN LANGUAGE**

2016 – present

• **BA OF SPECIAL EDUCATION**

Hashemite University
2012 – 2016

COURSES

- Skills To Jobs Transition Program
- Dealing With Costumers
- ICDL

SKILLS

- Arabic Touch Typing
- Arabic Audio Dump
- Organization