

rubal al adarbeh

Date of birth: 26-6-1997

Nationality: Jordanian

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Profile

An accountant with a strong academic background in accounting, possessing extensive experience in teamwork and efficient problem-solving abilities. Committed to achieving the highest levels of professionalism in all assigned tasks, and characterized by excellent listening skills and a continuous passion for learning in his field and related areas. Demonstrates emotional intelligence that allows him to understand and appreciate others' feelings, enhancing his ability to communicate effectively and work within a diverse team to achieve common goals. Always strives to develop his skills and stay updated with the latest advancements in the accounting and finance world.



Education

09/2015 – 09/2019 AMMAN, JORDAN

Bachelor's degree in Accounting
at zaytoonah university of jordan

Honours



Experience

11/2021 – 05/2022 5TH CIRCLE, AMMAN

secretary

Royal eye clinic

- Reception of customers, appointments scheduling and making follow-up calls.
- Doing the adequate lab tests for patients.
- Participating in performing small surgeries for patients.
- Preparing and going through the procedures of issuing the health insurance

05/2022 – PRESENT 5TH CIRCLE, AMMAN

secretary

Dr. Shebli Al Salaita Clinic

- Reception of customers, appointments scheduling and making follow up calls.
- Helping the specialist dentist.
- Preparing and going through the procedures of issuing the health insurance.



Skills

English



Microsoft Office



Time management



Problem-solving



Teamwork



Cognitive traits

100
%

Attention Control

95
%

Processing
Consistency

76
%

Planning Spe

71
%

Flexibility with
Switching

61
%

Flexibility in
Multitasking

68
%

Planning
Efficiency



Social traits

90
%

Fairness

85
%

Learning from
Feedback



Hobbies



Travel



Reading



Listening to
scientific
lectures



Watching
movies



Certificates

08/2020

**comprehensive diploma in human
development**

01/2024

Montessori Diploma
Sensorial Life Academy