ruba al adarbeh

Date of birth: 26-6-1997 Nationality: Jordanian Address: tla'a al ali, amman Phone number: 0781625917

Email address: ruba.aladarbeh26@gmail.com



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.



09/2015 - 09/2019 AMMAN, JORDAN Bachelor's degree in Accounting al zaytoonah university of jordan Honours



11/2021 - 05/2022 5TH CIRCLE, AMMAN

secretary Royal eye clinic

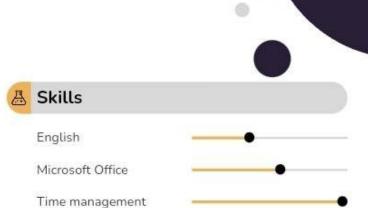
- Reception of customers, appointments scheduling and making follow-up calls.
- Doing the adequate lab tests for patients.
- Participating in performing small surgeries for patients.
- Preparing and going through the procedures of issuing the health insurance

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.



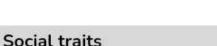
Cognitive traits

Problem-solving Teamwork





Flexibility with Flexibility in Planning Switching Multitasking Efficiency





Fairness 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