

Rahaf Faisal Kreishan

Amman | +962 781853099 | rahafkrishan4@gmail.com

Profile

I graduated with a degree in Business Administration from Al-Balqa Applied University. I have diverse practical experience in administration, secretarial work, and data entry, having worked in companies and service offices. I gained experience in organizing office tasks, data archiving, daily coordination and follow-up, and direct customer interaction. I am characterized by accuracy, responsibility, and the ability to manage time and complete tasks efficiently. I also possess excellent communication and teamwork skills, and I am proficient in computer use and Microsoft Office applications. I am always striving to develop myself and acquire new experiences that contribute to enhancing my professional performance and adding value to my workplace.

Education

Diploma Degree of Business Administration GPA 74% (Good).

Al-Balqa Applied University – Princess Alia College, 2021

Experiences

Data Entry (Projects)

Ipsos Company, 11/2025 – Present

- Accurate and rapid data entry into electronic systems
- Data verification and confirmation before approval
- Performing and updating information regularly
- Electronic archiving and organization of files
- Extracting required reports from the system
- Data matching with original documents

Secretary

Majdalawi Office for University Services, 12/2024 – 06/2025

- Preparing and printing books and reports
- Archiving files and organizing records
- Following up on daily administrative transactions
- Entering and updating data on the system
- Coordinating between management and staff
- Providing administrative support to ensure efficient workflow

Administrative employee

Fantasy Magic Company, 01/2023 – 11/2024

- Handling daily administrative tasks
- Organizing and maintaining files and records
- Entering and updating data
- Preparing required documents and transactions

Courses

- Assistant Officer Course in Documents and Records (Data Archiving)

Volunteer

- Volunteer at the All Jordan Youth Commission

Skills

- Microsoft Excel
- Office Management and Organization
- Accurate and Fast Data Entry
- Electronic and Paper Archiving and Organization
- Preparation of Reports and Periodic Follow-up
- Effective Communication Skills
- Customer Service and Handling Clients
- Time Management and Prioritization
- Teamwork
- Working Under Pressure
- Meeting Deadlines
- Proficiency in Microsoft Office Applications
- Coordination Between Different Departments
- Resolving Administrative Problems
- Attention to Detail
- Maintaining Confidentiality
- Flexibility and Adaptability to the Work Environment
- Meticulous Task Follow-up
- Organizing Meetings and Appointments
- Writing and Formatting Official Correspondence

Languages

- Arabic
- English