

HAMS TAYSEER

 Irbid, Jordan  +962 79 779 3984  hams.abtah@gmail.com

PROFESSIONAL SUMMARY

Motivated and detail-oriented **Business Administration** diploma holder with practical experience in data collection, field assessment, and community outreach. Proven track record in conducting surveys, managing communication streams, and supporting humanitarian and charitable initiatives. Possesses strong organizational, interpersonal, and adaptability skills, with specialized training in project marketing, healthcare administration, and professional communication.

WORK EXPERIENCE

Data Entry & Survey Collector | Islamic Relief Worldwide

May 2022 – May 2023

- Conducted comprehensive beneficiary field assessments and phone surveys to evaluate program impact and eligibility.
- Managed, structured, and updated beneficiary databases accurately to ensure reliable data reporting.
- Maintained professional and empathetic communication with targeted families to collect essential demographics and operational data.

VOLUNTEER EXPERIENCE

Call Center & Community Outreach Volunteer | Local Charitable Organizations

April 2023 – Present

- Handled incoming and outgoing calls to support community outreach programs and donor relations.
- Assisted in organizing community mobilization initiatives and coordinating support for local beneficiaries.

EDUCATION

Diploma in Business Administration

May 2016 – May 2018

Balqa Applied University, Jordan

TRAINING & CERTIFICATIONS

- **Entrepreneurship, Financial Management & Project Marketing** – Education for Employment (EFE) (*Sep 2023 – Oct 2023*)
- **Hospital Management & Medical Records** – Balqa Applied University (*Feb 2020 – Oct 2020*)
- **Industrial Sewing Foundations** – Vocational Training Institute, Irbid (*Nov 2019 – Dec 2019*)
- **Electronic Work Communication Skills** – Balqa Applied University (*Nov 2017 – Dec 2017*)

CORE SKILLS

Professional: Data Collection & Entry, Surveying & Field Assessment, Beneficiary Assessment, Call Center Operations, Community Mobilization

Interpersonal: Effective Communication, Time Management & Organization, Adaptability & Flexibility, Teamwork & Collaboration, Problem Solving Under Pressure

INTERESTS

Volunteering & Community Service • Drawing & Painting • Photography