

Sara Aburub

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EDUCATION:

Master's Degree - Plant Protection. University of Jordan.	Oct 2025 - Ongoing
Bachelor Of Agricultural Engineering - Plant Production. - Jordan University of Science & Technology. - GPA: 3.45 / 4.2 (Very Good)	Sep 2018 - Feb 2024
General Secondary Education Certificate. (Scientific Branch).	2017 - 2018

EXPERIENCE:

Volunteer – Data Entry & Verification. EadlLaw Platform. - Assisting with data entry and record organization tasks. - Ensuring accuracy and confidentiality. - Verifying lawyers' information and updating records.	Mar 2025 - May 2025
Student Assistant Jordan University of Science & Technology. Assisted the plant production department with organizing samples and managing materials.	Feb 2022 - Aug 2023

CERTIFICATIONS & TRAINING:

UiPath Robotic Process Automation (RPA). Business Optimization Solutions (bossbos).	Jul 20, 2025 - Jul 27, 2025
Advanced Data Entry & E-commerce Management. Education For Employment (EFE).	Apr 2025 - Jun 2025

SKILLS:

Technical Skills:

- Skilled in Microsoft Office (Word, Excel, PowerPoint).
- Managing and organizing emails.
- Conducting online research and using digital tools.
- Preparing and formatting presentations.

Soft Skills:

- Attention to details.
 - Ability to work for a long time.
 - Working in a team or alone.
 - Quick learner with effective communication skills.
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LANGUAGES

- Arabic:** Native speaker
- English:** Good in speaking, reading, and writing