

Rana Saadi Khilil

Amman, Jordan | +962 790325214 | Ranahashim19821982@gmail.com

Core Skills

- Data Collection & Research Skills
- Accounting & Financial Records Management
- Administrative Support & Office Management
- Data Entry & Documentation Accuracy
- Microsoft Office (Word, Excel, PowerPoint)
- Report Preparation & Record Keeping
- Customer Service & Communication Skills
- Organization, Time Management & Attention to Detail

Professional Experience

Data Collector — Department of Statistics, Amman, Jordan Present

- Collected and verified statistical data in accordance with established standards and procedures.
- Prepared reports and maintained accurate records to support statistical analysis.

Researcher & Data Collector — Mindset Organization, Jordan 2017

- Conducted field research and collected data using approved methodologies.
- Verified and organized collected data to ensure accuracy and reliability.
- Prepared research reports and collaborated with project teams to achieve project objectives.

Administrative & Accounting Employee — Bouquet of Advertising, Amman, Jordan 08/2011 – 10/2011

- Performed daily administrative and accounting tasks.
- Maintained office records and supported daily business operations.

Secretary — Larin Company, Jordan

2009

- Managed correspondence, filing systems, and office documentation.

- Coordinated meetings, schedules, and provided administrative support.

Receptionist — Dho'a Al-Qariah Information Technology Office, Amman, Jordan

03/2008

- Welcomed visitors and managed incoming calls.
- Scheduled appointments and provided administrative support.

Accountant — Abu Haiah Industrial Healthy Company, Jordan

01/2007 – 02/2008

- Maintained financial records and processed accounting transactions.
- Assisted in preparing financial reports and ensuring the accuracy of financial documentation.

Education

Bachelor's Degree in Accounting — Irbid National University, Irbid, Jordad 2006 – 2007

Diploma in Accounting — Al-Huson College, Irbid, Jordan 2002

Certifications

- Teaching License
- TESOL Certification
- Google Educator Certification

Additional Information

- **Languages:** Arabic (Native), English (Good)
- **Computer Skills:** Microsoft Office (Word, Excel, PowerPoint), Internet Skills

Training: Maharat Pioneers Training Program, Accounting Training at the Central Bank