

Profile

NOUR HASAN AL-OMARI

Administrative & Digital Content Assistant with Legal Background

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I am a graduate of Sharia Law with strong interest in legal and administrative fields. Currently undergoing legal training to develop practical experience in Sharia law procedures and office legal work. Experienced in private tutoring and educational support, with strong communication and organizational skills. Also has hands-on experience in content creation, social media management, and WordPress website administration. Fast learner, detail-oriented, and able to work effectively under pressure in both independent and team environments. Seeking an opportunity to apply and develop skills in legal, administrative, or digital content roles

Education

Bachelor of Sharia – Very Good (GPA: 81%)

Yarmouk University, 2024/2025

Courses and Certifications

- 1. ICDL – Microsoft Office (Word, Excel, PowerPoint)
- 2. Digital Marketing Course – Social media & advertising basics
- 3. WordPress Website Management – Website creation & publishing

Experience

Legal Trainee

Sharia Law Office | 2025 – Present

- Assisted in organizing legal documents and administrative files
- Learned legal procedures and office coordination tasks
- Supported daily administrative and documentation processes

Private Tutor

Freelance | 2022 – Present

- Provided private tutoring for children in basic academic subjects
- Helped students improve reading, writing, and foundational learning skills

- Prepared educational activities and simplified lessons based on students' needs
- Developed strong communication and classroom management skills

Volunteer – Child Club Activities

Child Club | Volunteer Work

- Participated in organizing educational and recreational activities for children
- Assisted in guiding children during learning and group activities
- Supported teamwork and communication within volunteer programs
 - Helped create a positive and engaging environment for children

Skills

Technical Skills

- Microsoft Office (Word, Excel, PowerPoint)
- WordPress Website Management
- Social Media Management
- Content Creation

Administrative & Legal Skills

- Legal Research
- Document Preparation
- Administrative Support
- Filing & Organization

Soft Skills

- Communication
- Time Management
- Teamwork
- Problem Solving
- Attention to Detail

Languages

- Arabic – Native / Excellent
- English – Good (Speaking & Writing)