

YASMINE ABDUL-SALAM MOHAMMAD ALAZOUI

Amman, Jabal Al-Nasser | Phone: 0776643019 | Email: yasminkrdy23@gmail.com | DOB: 29/5/1997

PROFESSIONAL SUMMARY

Library and Information Management specialist holding a Bachelor's degree with a 'Good' rating. Proven professional experience in the public sector as an auditor in the Inspection and Control Unit at the Ministry of Industry, Trade, and Supply. Distinguished by meticulous attention to detail, commitment to regulatory standards, and advanced skills in data management and auditing.

PROFESSIONAL EXPERIENCE

Auditor - Economic Activity Inspection and Control Unit

Ministry of Industry, Trade, and Supply | Amman, Jordan | Jan 2023 - July 2023 | Sept 2023 - Mar 2024

- Conducted field and office audits on various economic activities.
- Reviewed documents and data to ensure compliance with government regulations.
- Prepared technical periodic reports to ensure adherence to standards and systems.

TRAINING & COURSES

Data Entry Course (120 Training Hours)

NMK Academy & Ministry of Digital Economy and Entrepreneurship

EDUCATION

Bachelor of Library and Information Management

Al-Balqa Applied University / Al-Aliya University College | Grade: Good (2022)

General Secondary Education (Tawjihi) - Literary Stream (2015)

SKILLS

Auditing & Inspection

Data Management

Record Keeping

Administrative Follow-up

Data Entry

Problem Solving

Effective Communication

Adaptability

LANGUAGES

- Arabic:** Native (Excellent)
- English:** Very Good