
Curriculum Vitae

Heba Mufed Abd alrazaq Asaad

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Career Objective

Seek challenging assignment to earn a job in environment, which provides me job Satisfaction and self-development that helps me to enhance my skills, and to achieve personal / organization goals with full zest and enthusiasm.

Personal Data

- **Gender:** Female
- **Marital status:** Married
- **Nationality:** Jordanian
- **Date and Place of Birth:** April. 23. 1991. Jordan

Educational Qualifications

- **2013.** BSc. Chemical Engineering Industries. **Al- Balqa Applied University.** Jordan
 - ❖ **Graduation Project:**
 - Production of innovative natural cosmetic utilizing Dead Sea minerals and Microalgae existing in the living Dead Sea.

Courses

- **2016.** Course in English Language. **The British Council.** Jordan
- **2013.** Course in Desalination. **Jordan Engineering Association.** Jordan
- **2011.** ISO Course. **Al- Balqa' Applied University.** Jordan

Experience

- **1 year.** Worked as a *Chemistry teacher* in **Alraee Schools.** Jordan
 - Educate students about the natural sciences, create and maintain lesson plans with regard to the physical and natural sciences.
 - Teach courses pertaining to the chemical properties that includes include instruction in the methods of qualitative and quantitative chemical analysis.
 - Evaluate and grade students class work, laboratory performance, assignments, and papers.
 - Guide class discussions and maintain student records.
- **5 years.** Worked as a *Tutor.* Jordan
 - Strong oral, written, and effective interpersonal communication skills.
 - Contribute to a friendly and productive learning environment.
 - Ability to relate to students with various academic levels and needs.
- *Trainee* in **Hamouda cleaning industries factory.** Jordan
- Handmade glycerin soap and variety of creams. **(Freelance).**
 - Using no harmful products, guaranteed none drying or irritating soap, that leaves your skin feeling clean and refreshed.

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Skills

- Personal Skills

- Ability to work under pressure, ready to work extended hours when necessary.
- Reliability and trustworthiness, honest and moral character, good presence, self-confident.
- Ability to handle tasks efficiently and in a punctual manner.
- Considerable ability to clearly and precisely respond to inquiries with tact and diplomacy.

- Technical skills

- Experienced in using ***Microsoft Word, Power Point, Access, Excel and Internet.***

Languages efficiency

- **Arabic:** Native
- **English:** Very good Command in reading, writing and speaking.

Additional Notes

- I have a valid driving license.
- I hereby certify that the information provided above is true and correct to the best of my knowledge.
- I am looking forward to a successful association and would appreciate the opportunity of a personal interview to discuss over the facts to my background and how my experience would be mutually beneficial.
- I can be contacted at the above-mentioned address, if you require any further details.
- Thank you for your consideration, I will look forward to your response.

References available upon request