

Rudaina Mohammad Ensour

Marketing

CONTACT



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Jordan /Amman

Rudaina.ensour94@gmail.com

OBJECTIVE

Overview:

Looking for a job and want to associate with an organization to provide my skills, hardworking and eager to get opportunities to improve myself professionally , contribute to the growth of the organization with quality services ,to work in a progressive company which offers stability ,development , to secure a challenging position in an open highly professional and creative environment where an opportunity for continuous learning and growth is available.

EXPERIENCE

1/9/2024 until now

❖ Data Processing Specialist at Jerash Drug Store

- ✓ Data Specialists are tasked with overseeing the development of new databases, monitoring database performance and interpreting raw data and turning it into usable feedback and applications.
- ✓ A Data Specialist knows what all the numbers and patterns mean and can communicate the findings in layman's terms. In addition to drawing meaning from raw data, these individuals are also charged with collecting and cleaning up the data ensuring that the information is accurate and without error. Some Database Administrators specialize in specific systems or applications. Making sure confidential information is secure and available to those who need it is a top priority of Data Specialists.

18/9/2022 to 8/2024

❖ Order Processing Officer at Khoury Drug Store.

Duties:

- ✓ Order processors are responsible for handling the flow of goods and services between a company and its customers. They typically work with suppliers, vendors, and other third-party service providers to ensure that orders are filled correctly and on time. Order processors may also be responsible for tracking inventory levels, managing shipping schedules, and ensuring that all customer orders are handled properly. This can include everything from confirming order details to arranging payment or refunds. The duties of an order processor include processing orders for a business . Your responsibilities often include data entry, customer service, tracking orders, and ensuring the customer gets the proper item. You need computer proficiency, filing and telephone experience, and organizational skills

8/7/ 2021 to 15/9/2022

❖ Sales Executive At Duty Free (Queen Alia International Airport)

- ✓ promote products and services to clients and negotiate contracts with the aim of maximizing profits.
- ✓ A sales executive is responsible for helping build up a business by identifying new business prospects and selling product to them.
- ✓ They must maintain relationships with current clients and build and maintain relationships with new client

ABOUT

- **Place of Birth** : Amman
- **Date of birth** : 10/9/1994
- **Nationality** : Jordanian
- **Social Status** : Single

LANGUAGES

- **Arabic** (mother tongue)
- **English** (Excellent)

Certificate & references:

Available when requested

PERSONAL QUALITIES

- ✓ Hard Working &Patience.
- ✓ Team Player.
- ✓ Effective Communication and interpersonal Skills.
- ✓ Ability to quickly grasp new concepts

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EXPERIENCE

19/MARCH 2017 to 30/11/2020

❖ Customer service in Pharmacy one

Responsible for the branch sales of all cosmetics, vitamins, skin and hair care products, in addition to the children section.

DUTIES :

- ✓ Follow-up of customers (welcoming the customers who entered the pharmacy and asking them how I can help them , address their needs and what they want so I try to get them from other branches or from the main warehouse within 24 hours)
- ✓ Inventory (quantity of parts, goods entering the pharmacy and goods leaving the pharmacy, following up on the expiry date of each piece to be withdrawn and sent to the warehouse)
- ✓ Securing the deficiencies and focusing on the type that is requested

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EDUCATION



- ❖ Bachelor's degree in Marketing from Al-Ahliyya Amman University
)average: (71.3 Good) 2016 2012



- ❖ High school certificate IT sector from Umm Katheer secondary school
✓)Average : 70.8) 2012 2011

COURSES

- ❖ **courses in presentation** skills and communication skills at pioneers academy.
- ❖ **Training for all cosmetics companies from** the point of view of the country of origin and its composition, each type and the benefits of the materials inside the manufacture according to the type of each skin
- ❖ **In addition to my training on all types** of vitamins, collagen, infant formula, and each type, what is its benefit for the body and why we give according to the customer's condition
 - ❖ **:Writing CV & Job Interviewing**
Skills Training Workshop .
✓ Held At : Amman Chamber Of Commerce Amman-Jordan