

## PERSONAL INFORMATION

### Asia Aburidi

 P380, Nablus, Palestine

 [Asia.aburidi@najah.edu](mailto:Asia.aburidi@najah.edu)

 <https://asiaaburidiblog.blogspot.com/>

Sex Female | Date of birth 01/10/1994 | Nationality Palestinian

## WORK EXPERIENCE

(Feb 2016 - Current)

### Administrative Employee

An- Najah National University, Nablus, Palestine.

- Answering and directing phone calls to relevant staff
- Scheduling meetings and appointments
- Taking notes and minutes in meetings
- Ordering and taking stock of office supplies
- The point of contact for a range of staff
- Preparing documents for meetings
- Processing and directing mail and incoming packages or deliveries
- Greeting and directing visitors and new staff to the organization
- Writing and issuing emails to teams and departments
- Finding ways to improve administrative processes

(Jan 2017- Jun 2019)

### Website Coordinator

An- Najah National University, Nablus, Palestine.

- Publishing content
- Maintaining continuity of themes
- Designing layout
- Streamlining navigation and increasing the number of views.

(Sep 2013- Jun 2014)

### Volunteer Teacher

Paltel Group Foundation and the Palestinian initiative for supporting students

- Teaching children.
- Creating educational videos for children

## EDUCATION AND TRAINING

(Sep 2018 – Feb 2020)

### Master's Degree in Business Administration

Birzeit University, Ramallah, Palestine.

**GPA: 3.54/4.0 (Very Good)**

(Sep 2012 – Dec 2015)

### Bachelor's Degree in Business Administration

An- Najah National University, Nablus, Palestine.

**GPA: 3.44/4.0 (Very Good)**

(Mar 2018 – Apr 2018)

### Training Course in Data Analysis by Using SPSS

An- Najah National University, Nablus, Palestine.

(Apr 2016 – Jun 2016)

### Training Course in Human Resource Management

An- Najah National University, Nablus, Palestine.

- (Apr 2016 – May 2016) **Communication Course in American Accent**  
The American Corner, Nablus, Palestine.
- (Sep 2015 – Jan 2016) **Financial Analysis Training in Islamic Banks**  
Arab Islamic Bank, Nablus, Palestine.
- (Mar 2015 – Apr 2015) **Training Course in Financial Excel Program**  
Korean Palestinian IT Center of Excellence, Nablus, Palestine.
- (Jan 2014 – Mar 2014) **Trainee in the Customer Care Department**  
Paltel Company, Nablus, Palestine.

## PERSONAL SKILLS

Mother tongue(s) Arabic

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C2	C1	C1	C1

Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user  
Common European Framework of Reference for Languages

**Communication skills**

- Good communication skills gained through my experience as an administrative assistant and adapt well to circumstances.
- Held several seminars and workshops for volunteer working and social values in Palestine.

**Organisational / managerial skills**

- Leadership in both strategic thinking and communication abilities strives to have a positive effect.

**Job-related skills**

- Systems Thinking - the ability to synthesize multiple inputs and see concepts and flows in plan form.

**Computer skills**

- Excellent experience in computer skills and the internet.

## ADDITIONAL INFORMATION

- Publications**
- Blockchain Technology for Reshaping Stock Exchanges: A Qualitative Exploratory Study in Palestine, Arab Economic and Business Journal (AEBJ), Dec 2021 (**Published Paper**).
  - Palestinian Woman's Rights between International Treaties and Palestinian Society Security Law No 19. (2016), April 2019. (**Conference Paper**)