
Ahmed Majed Suleiman Abu Qdeira

Karak, Jordan

Phone: +962 790707110

Email: ahmdmajd665@gmail.com

Professional Summary

Motivated and disciplined professional with a strong background in administrative and field operations and an academic focus on Artificial Intelligence and Information Technology. Currently completing a Bachelor's degree in Artificial Intelligence, with a solid foundation in data analysis, machine learning concepts, and Python programming. Brings over eight years of experience within the Public Security Directorate, demonstrating high standards of professionalism, teamwork, and decision-making under pressure. Seeking an opportunity in the AI or IT field to apply technical knowledge, analytical thinking, and operational experience to support organizational success while continuing professional growth.

Education

Bachelor's Degree in Artificial Intelligence

Faculty of Science and Information Technology – Aqaba University of Technology

Expected Graduation: 2025

GPA: 68.2% (Good)

Professional Experience

Ministry of Interior – Public Security Directorate

Position: Administrative / Field Officer

Duration: 8 Years and 6 Months

Key Responsibilities:

- Performed a wide range of administrative and field security duties in accordance with organizational policies and procedures.
- Provided professional assistance and support to the public, ensuring high standards of service delivery.

- Utilized computer systems and electronic databases to record, process, and manage operational information accurately.
 - Worked effectively within multidisciplinary teams to achieve operational objectives.
 - Made timely and sound decisions in high-pressure and dynamic environments.
 - Maintained strict discipline, accuracy, confidentiality, and accountability in daily operations.
-

Technical Skills

- Proficient in Microsoft Office applications (Word, Excel, PowerPoint).
 - Basic knowledge of Artificial Intelligence applications and data analysis techniques.
 - Understanding of machine learning concepts and principles.
 - Fundamental skills in Python programming.
 - Experience working with administrative and security electronic systems.
-

Professional Knowledge

- Strong understanding of core Artificial Intelligence concepts and their practical applications.
- Knowledge of data collection, cleaning, and basic analysis methods.
- Familiarity with machine learning workflows and model development concepts.
- Awareness of ethical considerations and data privacy in technology-driven environments.
- Ability to analyze problems logically and propose structured solutions.
- Understanding of information systems used in administrative and security contexts.
- Knowledge of reporting and documentation standards.
- Familiarity with teamwork methodologies and collaborative work environments.
- Understanding of risk assessment and decision-making processes.
- Knowledge of time management and task prioritization techniques.

- Awareness of cybersecurity basics and system access control.
 - Understanding of digital transformation concepts within public and private sectors.
 - Knowledge of continuous improvement and professional development practices.
 - Familiarity with problem-solving techniques in operational environments.
 - Understanding of workplace policies, procedures, and professional conduct.
-

Personal Skills

- High level of discipline and strong work ethics.
 - Ability to work efficiently under pressure.
 - Excellent communication and teamwork skills.
 - Fast learner with a strong commitment to continuous development.
-

Languages

- Arabic: Native
 - English: Very Good (Reading, Writing, and Speaking)
-

References

Available upon request.