**First Name of Application CV No:** **1652694**

Whatsapp Mobile: +971504753686



|  |
| --- |
| **education** |

2008-2012

***Bachelor of Science inBUSINESS Information System***

**University of Jordan**

 ***Jordan***

I have successfully completed a course in project management professional during my education at the faculty of IT I performed many presentations related to e-business and, system analysis and software engineering, management, etc.

**\_ 17th March, 2014 – present working with Bloom properties.**

|  |
| --- |
| **Work history**  |

**Hr &Admin assistant**

1. Filtering and classifying CVs as per the requirements received from the HR director.
2. Plan and coordinate recruitments and examinations “Arrange appointments for the candidates”.
3. Checking and summarizing monthly mobile invoices deduction for all the employees.
4. Arranging and issuing the insurance cards for all the employees and contacting with the insurance company .
5. Receive claims against the insurance company; research the validity of the claim by gathering information; make a proper correspondence related to claim and follow up with them; prepare documents and gather data to pursue cost recovery and restitution.
6. Maintain eligible candidate lists; provide names of eligibles to department representatives upon appropriately approved requests and update the data base for the candidate
7. Managing the purchase orders.
8. Managing the petty cash .
9. Perform a wide variety of responsible clerical, technical, administrative, and office support duties in support of the Human Resources.
10. Provide customer service, both in-person and by telephone take and relay messages; answer questions from employees and the general public regarding human resources issues, rules; respond to employment verification requests, and other requests for information.
11. Provide general clerical and administrative support to the Human Resources Division; compose and type letters, and other correspondence related to assigned human resources programs and activities.
12. Perform a variety of general office support duties; make copies; maintain calendar of activities, meetings, and various events for assigned staff; process mail including receiving, sorting, time- stamping, logging, and distributing incoming and outgoing correspondence and packages; order office supplies.
13. Operate a variety of office equipment including a computer, typewriter, copier, and facsimile machine; utilize various computer applications and software packages.
14. Maintain personnel records ensuring timely and accurate records.
15. Research, compile and analyze data for special personnel projects and reports.
16. Perform related duties as required.
* **January, 2014-March, 2014 Working with** [Mubadala](https://www.google.ae/search?q=mubadala&biw=1366&bih=593&source=univ&tbm=nws&tbo=u&sa=X&ei=DdYdU5DlNs3xhQeUs4D4Cg&ved=0CE0QqAI)**(ATIC) on Tech Quest Project.**

 **Admin coordinator**

* managing all admin work (paper work, filling, copying, scanning, dividing, updating documents)
* Preparing the lists of the schools and schedule the time of the meeting.
* Handling the income and outgoing calls and mails for the schools.
* supervising and participating all presentation in the schools of Abu Dhabi and ALAIN
* Arranging for meeting with the parents of the students.
* Participating and supervising the events that have happened during the project time.
* **August, 2012 – January, 2014 Bothar Boring & Tunneling Pty ltd.**

**Office Manager**

**Responsibilities**:

* Prepare correspondence, reports, and materials for publications and presentations.
* Research Prices and purchase office required items and supplies
* Setup, attend and coordinate meetings and conferences when required.
* Setting up and maintaining a petty cash system;
* Provide leadership and development for the team, through effective supervision, feedback, mentoring and improvement initiatives.
* Organizing and storing paperwork, documents and computer-based information.
* Supervise support staff, train junior Staff ,and delegate work as required
* Prepare employees time sheets and attendance
* Ensure Personal files are up to date and secure
* Create, transcribe, and distribute meeting agendas and minutes.
* Ensure all health and safety policies, procedures, and instructions are followed in the office
* Set up Accommodation and entertainment arrangements for company Visitors
* Perform general clerical duties to include but not limited to photocopying, faxing, mailing and filling when required.

|  |
| --- |
| **key skilles**  |

* Scientific background, good communicator, organized and with good leadership.
* Voluntary experience with Non - Profit Organization during University.
* Excellent program conceptualization and design skills, Team Leader with the ability to handle multiple project and meet deadlines
* I worked with multi organization in promotion.
* I have a good back ground about accounting and HR.

|  |
| --- |
| **it skilLs** |

* I have the ability and flexibility to learn how to work and manage different levels of applications systems, programs and networks.

|  |
| --- |
| **Web programming Development & Designing** |
| * PHP
 | * Good
 |
|  |  |
|  |  |
| * HTML + CSS
 | * Very Good
 |
| * MySQL DB Query
* Oracle
* Java
 | * Acceptable
* Good
* Very Good
 |

 **And MICROSOFT OFFICE** (Powerpoint, Word, Excel, OUTLOOK )

|  |
| --- |
| **training &courses** |

* I got training at **Arab Orient Insurance Company** and **Advanced Knowledge Company.**
* PMP (project management professional)
* ICDL course
* Oracle
* Business administration
* English course (conversation)
* Spanish (level 1)

|  |
| --- |
| **special strength** |

* **Able to accept responsibilities and work under pressure**
* **Flexibility in multi-tasking, well organized, Social, self-motivated, dynamic and reliable.**
* **Energetic, Communicative, Ambitious.**
* **Fluent in Arabic and English.**
* **Ability to work well both individually and work as a team.**