***HATAMLEH***

Hatamleh.279323@2freemail.com

***Summary***

Energetic administrative assistant with experience in high-level executive support roles. Organized and professional. Focused on driving productivity with strong front office management skills. Committed and motivated with exceptional customer service and decision- making skills. Strong work ethic, professional demeanor and great initiative.

***Highlights***

Multi-tasking & client orientation
Flexibility & adaptability Microsoft Office & Technological Awareness
Functional competencies & Time management Dedicated team player
Highly organized, creativity & initiative Strong communication & interpersonal skills

***Accomplishments***

Increased office organization by developing more efficient administration system.
Performed administration tasks such as filing, developing spreadsheets, faxing reports, photocopying collateral
and scanning documents for inter-outer-departmental use.
*Experienced in working in a high paced, multi-cultural environment.*

Successfully trained staff in all office systems and databases, policies and procedures while focusing on
minimizing errors and generating superior results.

***Experience***

***Administrative Assistant*: 11/2012**
**Jawdat Contracting Company Riyadh, Saudi Arabia**

***Administrative Assistant*** (from NOV 2012 to MAY 2016)
*Jawdat Contracting Company:*

classification (A) have 3000 employees is a key member of the AlThonyan group and Jawdat partners: Agij
Company for the steel industry and derivatives Fahad AlThunayan for the production of bitumen Fahad Al
Thnayyan chemical products Company kakat for nutrition and subsistence National Company for construction and
Marketing Factory Jawdat Aluminium Factory Jawdat Steel Company Faiha For Marble Company Medad to paint
and Ink.
***Job Description:***
Responsible for the insurance section (health care, vehicles, and equipment insurance).
Issuing and follow up insurance cards to all employees and dependents using the insurance company online
porter, and provide the required doc to process the addition request.

Assist Human Resource department with the maintenance of Medical Records and also provide a variety of
support as needed.

Supporting high level executives & managements & entire departments, coordinating office managements & activates.
Process Iqama medical test for newly joined employees & dependents and submit the medical reports to government
relation departments.
 Manage priorities, take initiative & work without constant supervision.
Sorted, producing and distributed incoming communication data, faxes, memos, letters, emails & forms.
Issue, Re-issuance, change of class, and cancellation of medical insurance cards as per the company policy and
procedures and update system as well.
Interacting with and supplying medical insurance information to employees, department head, and human
resources departments.
Audit invoices & submit to finance for payments & assures credit notes recovery.
Providing high quality personal, operational & administrative assistance.
Interacted with organizational staff, executives, clients, vendors & visitors on a daily basis.
Proofreading, filling, document change tracking, database management & general administration tasks.
Managing contact list, calendar, staff appointments, travel arrangements and stationary.

Coordinate the pick-up & delivery of express mail services (Aramex, DHL, TNT, etc.
Organized the scheduling of meetings, appointments, conferences, & events, & distributed minutes.
Training and supervising personnel and newly joined staffs.
Experience working in handling recruitment and back office HR.
Support the management team & executives with their administrative requirements.
Producing & distribute correspondence memos, letters, faxes, reports & forms.
Liaise with customers / project managers to assist with their administrative needs.
Performs other special tasks assigned by the CEO.

***Tour operator*:**
**Magic Jordan Tours 7/2008 to 11/2010**

Working in a tourism company (AMMAN-JORADN). ***Jordan, AMMAN***
***Magic Jordan Tours******Job Description****:*

Meeting and greeting the tour group at the airport.
Confirming customer names according to the manifest.
Issue the entry visa for all the customers.
Transfer from the airport to a hotel.
Assign rooms, hand over room keys or magnetic key cards.
Liaising with the operation manager, airlines, hotels and transportation.
Inspecting hotel safety and cleanliness.
Dealing / referring complaints and problems to senior management.
Arrange departure travel tickets, transportation.
Handling departure bookings, and issuing of tickets.
Confirming customer names with airlines/hotels.
Checked baggage and collected baggage.
Tagged checked baggage with appropriate destination.

***ENGLISH Teacher:*** **12/2010 to 11/2012**

**Ministry of Education- South JORDAN / Greek Catholic schools-North Jordan. 01/2007 to 06/2008**

***Job Description:***

Use a range of course books and materials, plus a variety of audio-visual aids. A strong emphasis is placed on dialogue and role-playing, but more formal exercises, language games and literature are also used. Encourage the students to communicate with each other using the structures and vocabulary they've learned and to improve the four basic language skills of listening, speaking, reading and writing.

* Classroom management;
* Planning, preparing and delivering lessons to a range of classes and age groups;
* Preparing and setting tests, examination papers and exercises;
* Marking and providing appropriate feedback on oral and written work;
* Devising, writing and producing new materials, including audio and visual resources;
* Attending and contributing to training sessions;
* **British Council Invigilator- British Council-Amman *15/03/2017***

 ***Job Description***

* Record any incident or candidate complaint, no matter how small. Where applicable include candidate name, number, evidence and candidate signature.
* Read, understand and follow the instructions of the Boards and British Council Examination Services.
* Abide by the confidentiality and security rules governing the examinations.
* Report relative students you are going to invigilate their exams.
* Arrive on time to make complete preparations and start the exam ontime
* Check the specific details for each exam and refer to the exam board instructions for any notices or changes to procedure.
* Be familiar with the boards and the British Council’s standards and regulations.
* ensure that the examination is conducted according to the boards and the British Council’s regulations and standards in order to:
* Ensure all candidates have an equal opportunity to demonstrate their abilities.
* Ensure the security of the examination before, during and after the examinations.
* Prevent possible candidate malpractice.
* Prevent possible administrative failure.

* ***ACTED Jordan-WFP Program.***

***Surveyor-validations-for E-cards validation) 30 Apr 2017***

***Assignment:***

Responsible for implementing the whole validation exercise in the designated governorate, responsible to validate each beneficiary, update the mobile number and submit the daily work to the WFP website given to ACTED.

***Functions:***

* Supervising the team and working as a focal point with the WFP and acted in my designated governorate.
* Respond to inquiries of the beneficiaries and refer them to acted hotline for more information about the validation exercise.
* Responsible to validate each beneficiary by looking into the face and compare it with the ASC.
* Responsible to take barcode of each ASC using the barcode reader.
* Responsible to swipe the E-card into the machine and gets it information.
* Responsible to update the mobile number and submit the work done at the end of each day to the website provided by the WFP.
* Reporting to the project assistant-validation the daily challenges of the validation exercise.

 ***Education***

**Bachelor English literature**: **English language & literature 2006-**AL-mafraq, JORDAN

AL-Al BAYT University

 ***Languages***

 Bilingual Arabic / English

 ***Personal Information***

Gender: Male
Date of Birth: 25 of May 1983 Nationality /JORDAN
Marital Status: Single
Driving License: Valid / Jordan / Saudi Arabia