**CURRICULUM VITAE**

 **Jalal**

**E-mail**  : **jalal.340773@2freemail.com**

**Dubai-UAE**

**Personal Information**

* **Nationality :** Jordan
* **Marital Status :** Married
* **Date of Birth :** 13/DEC/1974

**Education Qualification**

 Diploma Certificate in Hotel and Tourism 1992 form British Academy [ILLI]

Secondary Stage - Science Section – from U.A.E 1990

**Work experience**

 **Emirates Industrial Gases Company from 2004-2017…**

 **Collection Manager**

 **Job responsibilities**

* Review the amount of money the old and due to customers to pay and to report how to collect and resolved in a short time to take advantage of these amounts for the company.
* Supervision of the billing for the customer and establishments and government to submit the bills attached with all the documents of accounts so will not to be rejected by the customers due to any errors.
* Audited accounts of the day to day follow up progress in the collection of amounts of money and to avoid any delay or disruption by the customers

 **Achievements**

* I have made a lot of achievements including the collection of amounts of old and the wasted money from 1998 to 2017.
* The provision of liquidity in the financial expense of the company on a permanent basis

**Hospitality Marketing Consulting Company [H.M.C] 2002-2004**

**Sales Supervisor**

**Job responsibilities**

* People Management: Supervisor of 4 sales staff, delivering high standard of in store Training and development.
* Sales: Maximize sales and exceed store budget.
* Visual Merchandising: Maintain high standard of in-store/ window visual impact.
* Administration: Prepare Daily/ Weekly/ Monthly and Yearly sales reports, Weekly staff Schedule and floor coverage

**Max General Land Transport [ M.G.L.T] 2000-2002**

**Sales Supervisor**

**Achievements**

* The solution of problems with customers immediately and without delay .
* Gain the confidence leading to increase the sales
* Improve the performance of official personnel because of excellent performance is obtained a certificate of experience and appreciation for them**.**

**Computer Skills**

* Windows
* MS Office, Word, Excel, Oracle
* Internet

**Other Skills**

* Excellent communication skills.
* Fast learner
* Certificate of thanks and appreciation from emirates industrial gases company for collected outstanding of amounts of money and the old from customers.
* Certificate of thanks and appreciation from Dubai municipality
* Certificate of product knowledge awareness from EIGCO.

**Known Languages**

* **Arabic** Mother Tongue
* **English** Excellent, Reading / Writing / Speaking

**Other Skills**

**Other Information**

**Known Languages**

**Known Languages**

* holding lived in UAE 16 YEARS and I have knowledge of all UAE and good relationship with persons and because of my relations and acquaintances In all sectors of government and privet companies that can server my working
* **Valid UAE Driving License**

 **References are available upon request**