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| MAJED |
| **SKILLS:*** Proficient in Microsoft Office (MS Word, MS Excel, MS PowerPoint) and Internet browsing.
* Good verbal and written English and Arabic
* Work under Pressure with little supervision.
* Ability to learn and adapt to new technology.
* Knowledge in computer maintenance and programming.

**PROFESSIONAL EXPERIENCES:**Human Resources Manager ***Assistant*** , ***PRO, Administration Officer*** Tetra Emirates Gen. Cont. & Maint Co. L.L.CApril 04, 2013 to presentRESPONSIBILITIES INCLUDE:* *Carry out all work procedures in MOL & Immigration.*
* Preparation and follow-up to action the Human Resources manager.
* Prepare for Visa business processes within the state.
* Work permits and follow-up on the Web site of the Ministry of Labor.
* *New employee procedures within the state:*
* Health Insurance Card
* *In the event of cancellation requests:*
* Used within the state / and cancel the unused permits outside the state.
* *Work on human resources program and the following:*
* Information about the company and the employee’s action for the renovation of existing data within the system. Attach documents with each employee.
* Follow-up passports staff which must be renewed.
 | ***MAJED*** **Email add:****Majed.269646@2freemail.com****Visa Status:****EMPLOYMENT****Driving License****UAE Driving License****CAREER OBJECTIVES:**To join a highly reputable company that will enhance my skills and my potential and broaden up my knowledge in the different assemblage of the business enterprise has to offer. |
|  |

MAJED

* Follow-up labor cards that must be renewed.
* Follow-up residence permits and identities that must be renewed.
* Follow-up health insurance for employees and renewal.
* Follow-up properties company vehicles and renewal& Register new vehicles.
* **Work in the Procurement Section:** Follow-up

 Required materials according to the required

 Quality and specifications, and receiving in

A timely manner, and access to appropriate rates,

 and prepare bills for the accountant to pay to

 Suppliers. And work on a program of Procurement “EAZYWER”

.

## EDUCATIONAL QUALIFICATIONS:

TERTIARY: Bachelor of Contemporary Business Administration.

Palestine Polytechnic University – July 2011.

### Hebron, Palestine.

SECONDARY: King Hussein School.

Hebron, Palestine- August 2006.

### Hebron, Palestine.

TRAINING AND COURSES:

* + ***Certificate of experience*** working in the field to study the training needs.

Hebron Chamber Of Commerce and Industry (HCCI),

Hebron, Palestine –2012

* + ***Certificate of experience:*** auditor, Office Saber Alameh.

Hebron, Palestine –2012

#### Visa Status:

**EMPLOYMENT**

#### Driving License

**UAE Driving License**

## CAREER OBJECTIVES:

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* + ***Certificate of Accounting*** *,* Chamber Commerce and Industry of Hebron,

Hebron, Palestine – 2012

* Training on the program (Al-Quds).
* Training on the program (The Arab Accounting)
* Training on the program (audit).

MA’MOUN MAJED AMIN HADDAD 0564022183 / 0528897891

* + ***Certificate of volunteering:*** working as a volunteer in Hebron and Bethlehem, for community service organized by the IPYL.
		- ***Certificate of volunteering:*** working as a volunteer in Hebron Old City, for community service organized by the IPYL

Hebron, Palestine 2010 – 2011

* + - Fresh Graduate Workshop, PSD Center.

Hebron, Palestine – 2010

* + - Training course on leadership, INJAZ Center.

Hebron, Palestine – 2009

* + - Information Technology and Entrepreneurship, Palestine Polytechnic University.

Hebron, Palestine – 2009

* + - Course on small business management, Palestine Polytechnic University.

Hebron, Palestine –2009

* + - First aid training, Palestine Red Crescent Society.

Hebron, Palestine –2009

* + - Course in English Language (General Conversation, level 3), Yasser Cultural Center.

### LANGUAGES:

* + - * ARABIC: Native Language.
			* ENGLISH: Excellent.

#### Visa Status:

**EMPLOYMENT**

#### Driving License

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