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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.C  April 04, 2013 to present  RESPONSIBILITIES 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**](mailto: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. |
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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”

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## 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**

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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.

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