

Dear Management:

I am seeking a long term employment opportunity.

I am dedicated to professionalism; highly motivated toward goal achievement;

Patient; team worker with strong communication skills with different cultural Mentalities; capable of viewing problems in a positive way and propose solutions;

Have the ability to work under pressure and meet deadlines; have an unlimited

Ability to adapt, flexible, have skills and experience in supervising individuals and

Finally a great deal of commitment towards the firm I work for.

I look forward to discussing how my skills and qualifications could have positive contributions and be of value to your company.

Thank you for your consideration.

Sincerely,

Muayad Abu Assaf

Enclosed: Resume



Personal information:

Date of Birth: June 4, 1981
Place of birth: Amman - Jordan
Nationality: Jordanian
Relationship Status: Married
Address: PO. B Amman 11191 Jordan
Mobile: 00962799055022
E-mail: MuayadAssaf@yahoo.com

Education:

*PhD (Business Administration), 2017(regular study) - excellent grade
* Master of Management and strategic studies _ 2013 - very good grade
* Postgraduate Diploma in management of national resources, Royal Jordanian National Defense College, Amman _ Jordan, 2013
* Bachelor of Business Administration, 2006 - very good grade
Graduation Project - **Job Rotation and its impact on the productivity of the organization** that I have successfully implemented within my organization at the human resources department .

Practical experience:

* Human Resources Director / Jordan Post Company from 14/8/2016 till now.
*Secretary of the Board of Directors / Jordan Post Company from 2/1/2017 till now.
* Part time lecturer Al-Isra University from 1/10/2017 till 30/8/2018
* Part time lecturer Al-Ahliyya Amman University from 1/12/2018 till now
* HR Consultant / Leader Technology Group from 11/11/2015 till 30/6/2016.
* Chairman Office Manager Alhakmiah Real State in KSA 15/12/2014 till 30/10/2015.
* Instructor in the areas of administrative and development / a joint effort (part-time) from 1/6/2009 till 1/11/2014.
* Head of Human Resources Department/ Ministry of Communications and Information Technology from 09/06/2011 till 14/12/2014

* Office manager of HE the Secretary General/ Ministry of Communications and Information Technology from 23/01/2008 till 30/5/2012.

* HR / Administration - Personnel Division / Ministry of Communications and Information Technology from January 2000 to 2011.

Letters of appreciation and members:

* Prize winner at the ideal employee of the Ministry of Communications and Information Technology for 2006.

* held a number of awareness sessions, lectures, specialized in the field of human resources in the Ministry of Communications and Information Technology.

* Member of Team Award, King Abdullah II / group of individuals.

* Holds a certificate of appreciation from King Abdullah II Award for Excellence in Government Performance and Transparency at its fourth session (2008 / 2009) / Distinguished Government Employee Award - the category of Administrative Officer / Technical Excellence

* Member of the Personnel Committee in the ministry since 2009, and up to date is responsible for overseeing the management and organization of records related systems "system card information description and classification of posts in the society service" and "information system models of human resource planning" and "information system archiving Central light "in the ministry

* received Letter of appreciation on system of government financial information management (GFMIS)

Tasks and responsibilities:

* Responsible for implementing personnel actions, promotion, transfer and assignment and keeping record of performance and annual reports. Prepare studies to identify the needs of the workforce and discuss their findings and make recommendations to the direct manager.

* Provide advice and counsel in the areas of human resources for the various organizational units in the ministry

* Coordination and cooperation with other departments concerned in the employees benefits health insurance and to answer all queries.

* supervising the data collection statistics on staff and organization

* prepare the agenda for the departmental structure

* coordination with Jordan Telecom and Jordan Post Company

* implementing the organization policy set by executive management

* Overseeing the implementation of the following tasks:

- Appraisal procedure
- Training
- Recruitment
- Succession planning
- Rewards and Recognition
- Turnover calculation
- Employee retention

- Employee Satisfaction
- Job Descriptions

Training courses:

- *computer typing Arabic / English, Middle East Academy of Applied Sciences (Amman - Jordan), from May 1999 to November 1999.
- *General computer, the Directorate of Administrative Development and Training Postal Training Center in the Ministry of Post and Telecommunications (Amman - Jordan), October 2000.
- *English language course third level, British Council (Amman - Jordan), August 2002.
- *Spreadsheet program configurations, the National Institute of Training (Amman - Jordan), September 2002.
- * Outlook 2000, Arab Academy for Microsoft Technologies (Amman - Jordan), January 2003.
- * Total Quality Management & ISO 9000: 2000 Awareness, program support and development of the business environment in Jordan (AMIR) (Amman - Jordan), March 2004.
- *personnel management, international dialogue for the development of human resources (Amman - Jordan), December 2004 .
- * Jordan Social Security Law, Joint Efforts Group (Amman - Jordan), September 2005 .
- *program planning, human resources, excellence in institutional development (Amman - Jordan), January 2005 .
- *a course in English, Modern Language Center (Amman - Jordan), July 2006 .
- *contemporary trends in personnel management and human resources (Casablanca - Morocco) from November 23 until December 6, 2006 .
- *personnel management and administration using a computer (Amman - Jordan) from July 15 until July 19, 2007.
- *Aldickam recent systematic job description and identify training needs (Amman - Jordan) from 11 August to 13 August 2007.
- * Skills to deal with the pressures of work from 6/1/1430 H until 8/1/1430 H.
- * manpower planning, from 9/1/1430 H until 10/1/1430 H
- * program calendar functionality (Riyadh - Saudi Arabia) from 13/1/1430 H until 15/1/1430 H .
- * Course Job Description & Analysis Techniques (Amman - Jordan) from April 11 until April 15, 2010.
- * English course (Level Pre-Int 4) from 25/5/2010 until 15/7/2010.
- *Project Management Professional (PMP), Optimal (Amman - Jordan), February 2017.
- * Training of Trainers (TOT) , (Amman - Jordan), 24/2/2018 .
- * Development Workshop (TNA & Linking Training to The Career Path) (Amman - Jordan) from February 26 until February 28, 2018.

Scientific literature and Researches :

* Scientific Applications In The Management Of Human Resources In Public And Private Institution .

* Influence Of Human Resources Strategies On Competitive Advantage On Jordanian Post Company.

Soft skills:

- Have a good experience in holding many training and awareness sessions in the field of Human Resources.
- Excellent user of Microsoft Office (Microsoft word, Microsoft excel, Microsoft power point, Microsoft Outlook), Visual Basic programming, and Internet.
- Languages: Arabic, English.
- Good communication and cooperation skill.
- Team player
- Working under Pressure
- very good communication skills

Accreditations:

- Certified trainer _ The Arab Trainers Union