

# FERAS MOUSA

## ADMINISTRATIVE SUPERVISOR

Address: Doha, Qatar | Phone: +97450817654 | Mail: [qatarvib9010@icloud.com](mailto:qatarvib9010@icloud.com) |

Nationality: Jordanian

### OBJECTIVE

Administrative Supervisor with 3 years of experience in exhibitions, stores, and online sales. Skilled in streamlining operations, optimizing store management, and driving online sales growth. Committed to efficient coordination, strategic planning, and exceptional customer service to enhance company success.

### EDUCATION

#### **Bachelor's Degree in Accounting and Business Law (Incomplete)**

Al al-Bayt University | Mafrqa, Jordan

Sep 2013 – Sep 2016

### EXPERIENCE

#### **1- Administrative Supervisor**

Ayla Garments Trading | Doha, Qatar

Oct 2021 – Present

- Coordinate participation in apparel exhibitions.
- Supervise online sales operations and those conducted at exhibitions.
- Oversee employee tasks and performance.
- Demonstrate strong management, organizational, and professional communication skills with clients.

#### **2- Production Line Supervisor**

JICE – PepsiCo | Zarqa', Jordan

Oct 2016 – Oct 2020

- Operated production line machinery efficiently.
- Ensured maximum safety standards were consistently upheld.
- Monitored the entire manufacturing process from initial production to final product delivery.

## TECHNICAL SKILLS

- Event Coordination
- Sales Management
- Team Supervision
- Organizational Leadership
- Customer Relations
- Safety Compliance

## LANGUAGES

- Arabic: Native
- English: B2 (Upper-intermediate)