

Suod Zuhear Alshwaqfh

Date of Birth: 6/8/1987.



Jordan- Amman

Nationality : Jordania.



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Marital Status: Single.



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Objective

Seeking a challenging position where I can apply the concepts, techniques, methodologies and experience I possess in an environment that supports creativity and self-development. To improve the quality of service and help in the development of the company.

Work Experience

- **Buildings Supervisor at Facilities Management Department (1/6/2022 - Until now).**
Achievements/Tasks :
 - To oversee and approve contracts and service providers including security, parking, cleaning, catering, technology, etc.
 - Research and supervise contracts and service providers for functions such as catering, cleaning, parking, security, and technology.
- **Worked with the Jordanian Armed Forces at the rank of sergeant / first sergeant with the profession of a first-class ammunition storeman.(2/3/2015-2019)**
Achievements/Tasks :
 - Coordination between Arab Army units on the dates and quantities of receipt and delivery of live and empty ammunition.
 - Supervising live ammunition warehouses, supplying, transporting, and storing them.
- **worked with "ACTED" for 6 months in the " reach" department as a community mobilizer.(6/1/2014 to 31/9/2014)**
- **Maintenance of computer hardware at Al-Albayt University (2/6/2012-5/10/2012).**
- **Salesclerk / almuhit for mineral oil trading company. (17/4/2010-16/9/2010)**
- **Graphic designers / Mafraq Modern Printing-Press. (12/1/2006 - 1/2/2009)**
- **Sales Manager / Al-Albayt University.(2008-2012)**
- **Maintenance Technician Mobile devices / Alshater center. (2008-2012)**
- **Computer Maintenance Technician And accessories/information at Technology Center. (15/8/2000-17/8/2004)**



Academic Background

- Major: Bachelor's degree in Management Information Systems.
- Place of Study: Al-Bayt University
- Graduation Year: 2013.

Courses/Certifications

- Fire and Safety Training.
- Time and Stress Management.
- Communication skills course.
- Confronting violence against women at the Youth Center (19/2/2006-22/2/2006).
- Human Rights at the Youth Center (12/12/2004-16/12/2004).
- Youth for the country at the Youth Center. (11/7/2009-16/7/2009).
- Meetings, time management, presentation, and briefing skills at the Youth Center (1-4/6/2009) / (20h).
- Comprehensive Security (Security is everyone's responsibility) at the Youth Center (18/11/2009-21/11/2009).
- National Youth Strategy at the Youth Center (21/8/2006-24/8/2006).
- The values of dialogue, behaviors, and communication skills at the Youth Center (5/3/2008-8/3/2008).
- Small Business Administration at the Youth Center (1-4/4/2009) / (20h).

Personal Skills

- Good knowledge of Microsoft Office “Word, Excel, Power Point” and Internet applications.
- Able to work under pressure and do my best.
- Drive License.
- Self-control, Self-Learning, And Self-Motivation.
- Customer service.
- Flexibility, Attention To Detail, And High Organizational Capabilities.
- Problem–solving and active listening skills.
- Ability to work in a team or individually.
- The ability to adapt to different working conditions and the ability to change for the better.
- High communication skills .
- Leadership ability.
- Project Management.
- Strong interpersonal Skills.
- Relationship Building Solving complex problems.
- The Ability To Use Social Media Well.
- Analytical Skills, Decision-Making And Responsibility.
- Keeping Abreast Of The Requirements Of The Labor Market And Knowing Everything That Is New.
- Typing.
- Ability to write reports.
- Continuous Learning Ability And Intrinsic Motivation.
- Positive Behavior And Attractive Personality.
- An Ambitious And Collective Participation.
- Communication Skills, Enthusiastic And Flexible Teamwork.
- An Ambitious And Collective Participation.
- Enthusiastic And Flexible Teamwork.

Languages

- Arabic: Mother tongue.
- English: Good.

References

- Available upon request.