

RESUME

OBJECTIVES:

To obtain a responsible and challenging position in higher intention of more ambitious working conditions in terms of career position in Top Management and Business Administration Field, Seeking for Senior Office Manager, or any Senior Administrative Position that lets me exploit my varied skills and experience of Business Administration and Management.

I would like to join a big and International Organization to improve the Management of Business Administration, Human Resources, Manpower Planning, Recruitment and Training, Office Management, ability to establish new environment with appliance my Education & Professional Experience in all Management Branches.

PERSONAL INFORMATION:

Full Name:	ALA'A EDDIN FAWZI RAJA ABU SHEHAB		
Date and Place of Birth:	JULY 19, 1982 - KUWAIT		
Nationality:	JORDANIAN		
Passport Number:	Q037054	Date of Expiry:	26/10/2024
Place of Residency:	Jordan - Amman		
Marital Status:	MARRIED		
Number of Dependents:	5		
Religion:	ISLAM		
Driving License:			
International Driving License	Valid for 1 Year until 04/08/2022		
Jordanian Driving License	Valid for 10 Years until 23/12/2027		
Kuwaiti Driving License	Valid for 10 Years, expired on 18/07/2021		

CONTACT:

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Current Address:	Jordan – Amman “Al-Koum”
E-Mail:	earthioum@hotmail.com

BASIC EDUCATION:

DIPLOMA OF BUSINESS ADMINISTRATION.

THE LONDON INSTITUTE OF TECHNOLOGY & RESEARSH, UNITED KINGDOM.

On September 2004

HIGH SECONDARY SCHOOL – SCIENTIFIC SECTION.

FAHAHEEL AL-WATANIYAH SCHOOL, KUWAIT. On June 2000

COURSES, TRAINING PROGRAMS & CERTIFIED CERTIFICATES:

CERTIFICATE OF HOTEL MANAGEMENT - October 2020

CERTIFICATE OF BUSINESS WRITING AND COMMUNICATION - November 2015

CERTIFICATE OF OFFICE PROFESSIONAL’S CAREER PACK - June 2009

CERTIFICATE OF INTRODUCTION TO PERFORMANCE MANAGEMENT - January 2009

CERTIFICATE OF MEETINGS MANAGEMENT - February 2008

CERTIFICATE OF CORRESPONDING & WRITING REPORTS - June 2007

CERTIFICATE OF ADMINISTRATIVE PLANNING SKILLS - February 2007

TRAINING DIPLOMA IN BUSINESS ADMINISTRATION - November 2006

CAMBRIDGE INTERNATIONAL DIPLOMA IN I.T. SKILLS - May 2006

CERTIFICATE IN PUBLIC RELATIONS - December 2005

CERTIFICATE IN EXECUTIVE SECRETARY & OFFICE MANAGEMENT - October 2005

INTERNATIONAL COMPUTER DRIVING LICENSE (ICDL) - January 2004

PROFESSIONAL CERTIFICATE IN COMPUTING & PROGRAMMING - August 2001

TRAINING DIPLOMA IN COMPUTING & PROGRAMMING - August 2001

EXPERIENCE:

- ❖ **JORDAN – FROM 2 NOVEMBER 2018 TO 4 OCTOBER 2021**
COMPANY: Thousand Nights Hotel – Amman “5 STARS”
POSITION: FRONT OFFICE MANAGER

- ❖ **KUWAIT - FROM 5 SEPTEMBER 2012 TO 25 JUNE 2016**
COMPANY: MINISTRY OF HIGHER EDUCATION - KUWAIT
POSITION: OFFICE MANAGER

- ❖ **KUWAIT - FROM 12 JULY 2009 TO 04 SEPTEMBER 2012**
COMPANY: GULF BUSINESS SERVICES & RECRUITMENT GROUP (KANEE)
POSITION: SENIOR ADMIN ASSISTANT

- ❖ **KUWAIT - FROM 01 SEPTEMBER 2007 TO 11 JULY 2009**
POSITION: PERSONNEL AFFAIRS MANAGER
COMPANY: AL-HASAWI GROUP OF COMPANIES

- ❖ **KUWAIT - FROM 01 NOVEMBER 2006 TO 30 SEPTEMBER 2007**
COMPANY: KUWAIT OIL COMPANY (KOC)
POSITION: OFFICE & TECHNICAL ASSISTANT

- ❖ **KUWAIT - FROM 23 OCTOBER 2004 TO 31 OCTOBER 2006**
COMPANY: INTERNATIONAL TURNKEY SYSTEMS (ITS)
POSITION: SECRETARY & COORDINATOR FOR BANKING GROUP

- ❖ **KUWAIT - FROM 01 APRIL 2001 TO 30 JUNE 2004**
COMPANY: PETROCHEMICAL INDUSTRIES COMPANY (PIC)
POSITION: SECRETARY FOR MANPOWER PLANNING & RECRUITMENT

ADMINISTRATIVE SKILLS:

- ✓ Good Planning, Coordination, Forming, Steering and Supervision of Business Administration & Management.
- ✓ Excellent Knowledge about the works for Advanced Executive Secretary & Modern Office Management.
- ✓ Skills in Modern Approaches in International, Public and Local Relations, Etiquettes and Protocols.
- ✓ Knowledge of NLP-Towards Excellence in Performance (Neuro Linguistic Programming).
- ✓ Excellent Skills in the Development of Business Administration, Human Resources and Recruitment, Interview and Evaluation Skills.
- ✓ Tact and Discretion when Dealings with Customer Services and People, Help Desk and Personnel Assistance, Dealing with different and difficult situations.
- ✓ Business Awareness and the Ability to Translate an Organization's Commercial Objectives into Human Resources Policies.
- ✓ Excellent and Professional Administrator for Business Administration and Human Resources Development, Job Analysis, and Admin Decisions Making.
- ✓ Ability to solve the best solutions for the Administrative Corruption in the Companies, with right and success decision making, with the flexibility.
- ✓ Ability to Take the Right Decisions under Uncertainty, Especially in Human Resources and Training Studies.
- ✓ Making Power Point Presentations for Management Development, Human Resources, and "How Can You Succeed in your Life".
- ✓ Professional Searching by the Search Engines for Internet in all Subjects and Titles, Using the best accordant words.
- ✓ Good Knowledge of Application for Kuwait Labor Law, General knowledge about Legal Issues.
- ✓ Ability to Negotiate and Mediate, Interpersonal Flair, Using Techniques that make all parties in my side.
- ✓ Getting the Essence from the first Sight, and Getting how the employees think and how they behave.

ACHIEVEMENTS:

- 2021 Honorary Doctorate in The appropriateness of applying the application of IQ Test systems within society to benefit from them in the twenty-first century - Oxford Academy & More Academy, Egypt.
- 2020 Honorary Doctorate in Humanitarian Axis for Humanitarian Achievements – Global Humanitarian Pivot for Development & Research, Jordan.
- 2020 An Executive Partner for Jobslen – Certified Jobs Gate at Arab Countries (www.jobslen.com) – Partner with Google AdSense.
- 2020 An Executive Partner for gmenu Company – Internet Websites Builder Project (www.gmenu.co) – Partner with Google AdSense.
- 2020 Owner and Founder for Jordan Records (www.JordanRec.com) – Partner with Google.
- 2017 Owner and Founder for VeSenior Academy for Training (www.VeSenior.com).
- 2017 Writing a report and a detailed scientific research on intelligence tests, with the aim of using it as a reference compatible with approved international intelligence standards.
- 2016 I wrote & created New Book in Arabic titled “How to put your dreams on getaway stage”.
- 2015 I was honored by the Prince of the State of Kuwait Sheikh Sabah Al-Ahmad Al-Jaber Al-Sabah at the Kuwait e-Government Award.
- 2015 I was honored by the Governor of the Capital (Lieutenant General Thabet Al-Muhanna) and won for the cultural and scientific competition at got Capital Governorate Award.
- 2013 I was honored by the Minister of Higher Education in Kuwait (Dr. Naif Al-Hajraf) for my participation in the annual forum for guidance and counseling for the ministry.
- 2011 working as Assistant HR Manager for Kuwait Census 2011 project, and I hired 5000 Studies Searchers & Controllers within 2 months, the project was very successful.
- 2008 Established new system for Organizations Flowcharts and Job Descriptions for all Positions, "President of Human Resources Studies Project".
(Al-Hasawi Group of Companies - Kuwait).
- 2004 Controlled and supervised for Organizations Flowcharts and Job Descriptions Project on Manpower Planning & Recruitment Department.
(Petrochemical Industries Company “PIC” - Kuwait).

MEMBERS:

- ✓ Influential Member at Entrepreneurship Association related to King Saud University – Saudi Arabia.
- ✓ Member at Global Humanitarian Pivot for Development and Research – Jordan.
- ✓ Member & Deputy Coordinator for Jordan at IOUNV (International Organisation of UN Volunteers) – Germany.
- ✓ Certified Member and Activities Volunteer at Kuwait Red Crescent Society, (Hold a First Aid License) – Kuwait.
- ✓ Official Quality Member at International Turnkey Systems (ITS), Management System Certificate From "DET NORSKE VERITAS (DNV)" – Netherlands.

LANGUAGES:

Arabic (Mother Language)

English (Fluent)

INTERESTS:

Learning New Skills, Reading, Traveling, and Chess.

NOTES:

- All Documents, Certificates and Experience letters will be produced Upon Request.
- Declaration: I hereby declare that all information mentioned above is true to my knowledge.
- For More Information and demonstration, Please don't hesitate to contact me any time on my mobile number or my email address.

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