

CURRICULUM VITAE

Personal Information

Name: Moataz alloh
Nationality: Syria
Birthdate: 23 May 1983
Gender: Male
Marital Status: Married
Mobile: 00966502373687

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Education

- Title of qualification: Bachelor's degree in business management
Institution: Irbed University (Jordan)
Completion Date: June 2005

- Title of qualification: Master's degree in management information system (MIS)
Institution: THE ARAB ACADEMY FOR BANKING & FINANCIAL SCIENCES.
Completion Date : November 2009

Experience and training:

- Sales representative at Al-Ruwad Corporation for refrigerated transport in Syria from 2006 to 2007.
- Two years in public relationship at Arab business men and women magazine in Jordan from 2007 to 2009 .
- I worked for Al Wahda Express Saudi Arabia as a sales representative in publicity and advertising from 2010 to 2014.
- Sales representative at Noor Energy Company for renting electric generators from 2014 to 2015.
- Marketing representative at samara security from 2015 until now.
- I work now at Samara Security and Safety Systems, in charge of HR and Support Services Officer, Since March 2015 Until now.

Job description for the current job:

- Preparing the salaries of all 40 employees of the branch, organizing annual vacations,
- Renewing iqama before their expiry date,
- Following up on government papers and renewing licenses
- Supervising the movement of cars, following up on repairs and authorizations.
- Supervising the company's housing.
- Marketing the company by visiting projects in the eastern region to increase the company sales.

Personal and social skills:

- Mother tongue : Arabic.
- Other language :English(good).
- Computer skills (Microsoft Office suite)
- Energetic, hard working.
- Flexibility in learning.
- Creative & Team work player.
- Strong work ethics, ready to give whatever it takes to get the job done.
- Ability to contribute to environments that encourage Information sharing, team based resolution activity.
- Ability to handle difficult situations with diplomacy and tact.
- Ability to work under pressure.

Any additional information upon request