



# Mohammad Saleh Al-Tarawneh

I am flexible, reliable and possess excellent time keeping skills. I am an enthusiastic, self-motivated, reliable, responsible and hard working person. I am a mature team worker and adaptable to all challenging situations. I am able to work well both in a team environment as well as using own initiative.

## Contact

📍 amman,jordan.

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## Skills

- Excellent knowledge in Microsoft office applications.
- Problem Solving.
- Human Resource Management.
- Leadership.
- time management.

## Languages

- English
- . Arabic.

## Education

- Masters in public Administration.  
2013-2015  
*Mu'tah University*
- BA in management information system  
2009-2013  
*Mu'tah University*

## Work Experience

- International Independent Schools.  
01/09/2019-30/12/2023  
senior Human Resource & Director of Admissions and Registration
- jo power company .  
01/04/2018- 01/01/2019  
HR officer.
- SGBJ Bank .  
01/02/2017-01/09/2017  
Senior Client Advisor.
- AlMukhtar Group.  
01/07/2016-01/01/2017  
HR officer.

## Courses

- Certificate of practicing the profession of a public health and safety supervisor (OSHA).