

Mu'taz W. Abu Yaqoup



Contact

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Languages

Arabic – native language.

English – Very good.

Areas of Expertise

- I work very well on **Excel**.
- I work very well with **HTML, CSS and JavaScript**.
- I work very well on **MySQL and PHP**.
- I work well on **AutoCAD**.
- I work **Arena**.
- I work **SolidWorks**.

Summary

My work experience, qualifications, reliability, communication skills and responsibility are assets I would bring to the work. I am self-motivated, ambitious and eager to learn. I am a responsible individual with strong communication skills and work ethics, Which allows me to Work confidently under pressure. Being bilingual gives me the chance to function efficiently in both English and Arabic.

Skill Highlights

- Clear and on time
- Strong decision maker
- Complex problem solver
- Very efficient team member
- Accurate and Optimistic
- SMART goals planner

Experience

July 2nd, 2018 – January 9th, 2019, **Aqaba Special Economic Zone Authority, Human Resources Department**, HR consultant, as a part of the Jordanian engineers' association's recently graduated engineers training program, (**6 Months**).

work included (as a part of a team):

- Various HR related tasks: payroll, etc....
- Providing requested information to/from different departments within ASEZA.
- A Replacement and succession plan was created for ASEZA for the year 2019, as solo task.

September 29th, 2017 – January 6th, 2018, **Jebel Ali Co.**, While completing my Grad project.

Work included:

- Operation supervisor.
- Operator (monitor the processes up-close).
- Supervising during all engineering work including finishing work.
- Redesigning Mfg. processes.
- Managing work to be done according to the schedule and on time.

LinkedIn Skill Badges

- Excel.
- Word.
- MySQL.

Education

- Master of Business Administration (**MBA**) in finance: **University of Jordan**, Amman, Jordan, 2018 – 2021, (Very Good Honors) (3.4 GPA).
- BSc in Industrial Engineering: **Jordan University of Science and Technology**, Irbid, Jordan, 2013 – 2018, (Good Honors) (2.83 GPA). (ABET Accreditation).

Skills

- **Teamwork:** I have successfully undertaken various team projects within both academic and non-academic environments.
- **Communication:** My degrees and courses greatly enhanced my written and verbal communication skills due to the many presentations, assignments, essays and projects required, most of which, were in a team setting.
- **Training and Certificates**
 - Engineering Trainee, at ASEZA.
 - Completed a Full **Excel** Course/Udemy.
 - Completed a Full **HTML,CSS and JS** Bootcamp/Orange coding academy.
 - Completed a Full **PHP and MySQL** Bootcamp/Orange coding academy.

Interests

- While at the university, I worked with a non – profit organization as one of the Board of Directors, 2015.
- While at the university, I was a part of a team to represent the university in cleaner environment program
- While at school, I took part in The English Summer camps, 2009 - 2010.
- I am a good chess player.

References

- **Mohammad A. Khataybeh (Ph.D):** Chairman, Department of Finance, School of Business, The University of Jordan.
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