



Omran Malas

Mobile: +962-788670840



Personal Details:

Nationality: Jordanian

Marital Status: Married

Place & Date of Birth: Amman on 30th of august, 1978

Experience

August 2003 - Present

Administrative Assistant

Information and Research Center at King Hussein Foundation (IRCKHF).

I am Responsible for the following:

- Software maintenance and software Hardware service office
- Maintains Director's schedule and appointments, answers inquiries, and receives guests.
- Manages incoming and outgoing cables, faxes, administrative notices and other correspondence.
- Ensuring the smooth flow of accurate communication.
- Logistics.
- Preparation of work shops & meetings inside/outside the premises of the Center.
- Administrative work.
- Monitoring the filing system.
- Responsible in giving the logistic and administrative support for the Executive Director, research team and during the workshops.
- Responsible on doing the cash purchases.
- Ensuring that the building facilities are maintained and monitored and working effectively daily.



January 1998 – January 1999

Public relations

Jiries Rihani and Sons Co.

April 2000 – August 2002

Secretary

Apptek Co. Application technology Inc.

September 2002 – August 2003

Customs clearance

Future Clearing and transport.

Training Course:

10/7/2008 – 10/1/2009

Secretariat Session of the General

16/9/2008 – 16/11/2008

A+ Maintenance (Hardware and Software).

1/5/2008 – 30/7/2008

Cambridge International Diploma in IT Skills.

Skills:

I have a very good knowledge of Microsoft office XP. & very good commands on internet use, as well as good typing speed in both English & Arabic.

References:

1- Ayed Tayyem , IT Manager , Tel: 0788561502

2- Emad Qaiseyya The owner of Rose Company Tel: 0788835424

3- Adel-Fattah Al-Khalile freelance Topographic engineer Tel: 0795128187

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