



## **ALI ABDULLAH SAMARA**

### **Personal Information**

**Date of Birth:** 1974

**Place of Birth:** Jordan, Zarqa

**Nationality:** Jordanian

**Marital status:** Married

**Address:** Jordan-Amman

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### **Objective**

Seeking new challenges in a progressive organization, which will effectively utilize my analytical skills and commitment to perform quality work, looking for advancement and maximum level of professionalism.

### **Summary of qualifications**

- 1 Good Experience in Microsoft windows operating systems.
- 2 Good Experience in Microsoft office applications: Word, Excel, PowerPoint.
- 3 Good Experience with internet.
- 4 Good knowledge in management principles.

### **Education**

- 1 Diploma in Business Administration from Zarqa College with a rate of
- 2 *good*.

### **Experiences**

#### **1- Obeikan Industrial Investment group from (1/10/1999 to 1/10/2001)**

**Position:** Data entry in Inventory Control Department.

#### **Tasks:**

- Supervise the organization of incoming and outgoing to and from the warehouse and organize all documents and invoices in a formal and duly.
- Work on a special program to introduce the warehousing of data on incoming and outgoing goods.



## **2- Al Mada Co. for Ceramic and marble from 30/3/2002 until 30/4/2011.**

**Position:** supervisor in warehouse and Official download and data entry

### **Tasks:**

- Supervise the receipt of the goods coming into the section of the other branches, and validation data on the invoice and match them on the ground.
- To supervise the loading of the goods to the other branches and to make sure the identity of data between reality and the invoice issued.
- To insert all the data required for goods received and issued after the confirmation of the validity of such data.
- Do some secretarial work such as printing letters on the in word format as well as some work on the program Excel.
- Some other works such as the price adjustment according to the lists that come from public administration and the introduction of these prices on the company's program.

### **Languages**

- 3 Fluent in Arabic writing, reading and speaking (Native).
- 4 Good command of written, read and speaking English.
- 5 Saudi driving license. valid .

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