



## Mohannad Walid Moheisen

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### Professional Career objective

Seeking a prominent and challenging position in Training and Administration in which my education, experience and proven abilities will offer an advancement opportunity within the organization.

### Basic Information

Date of Birth: 15/6/1975  
Gender: Male  
Marital Status: Married  
Nationality: Jordanian  
Current Job Title: Training Program Coordinator  
Years of Work Experience: 7 Years  
Employment Term: Full Time

### Work Experience

#### **11/2004 – Until Present Training Program Coordinator**

Arab Academy for Banking & Financial Sciences - Training Institute of Banking & financial Science  
Amman - Jordan  
[www.aabfs.org](http://www.aabfs.org)

#### **6/2003 to 6/2004 Administrative Assistant**

Al-Sanabel Fresh Milk Dairy Factory  
Amman - Jordan

#### **8/99-6/2003 Administrative Assistant, Storekeeper, Clearance& shipping**

Al-Safa Trading Establishment  
Amman - Jordan



## Education

### **2009 Master of Business administration / 2011**

University of Banking & Financial Sciences  
Amman - Jordan

### **1998 B.A Business Administration / 1998**

Jerash private university  
Jerash - Jordan

### **2006 Professional Diploma in Public Relations**

Arab Academy for Banking & Financial Sciences - Training Institute of Banking & financial  
Science  
Amman - Jordan

### **2007 Professional Diploma in Office Management**

Arab Academy for Banking & Financial Sciences - Training Institute of Banking & financial  
Science  
Amman - Jordan

## Computer Courses

- 2003 International Certificate Driving License (ICDL) Beyond 2000 Center
- 2001 Maintenance of Personal Computers The Hashemite University
- 2001 Maintenance of Personal Computers (advanced) The Hashemite University

## Management & Human Recourses Courses

- Excellence in Customer Service
- Negotiation Skills
- Protocol Principles and Business Etiquette
- Communication & Customer Service Skills
- Customer Relationship Management (CRM)
- Customer Service Certificate - Performance Training Series (PTS)
  1. Alternative Delivery Systems: Trends & Issues
  2. Understanding Bank Products
  3. Banking Today
- Executive Secretarial Skills & Modern office Management.
- Development of Administrative Skills of Office Managers.
- Preparation & Creative Writing & Commercial Correspondences
- Foreign Trade Operations.
- Innovation in Solving Working Problems.



- Strategic Management for Human Capital.

All Programs were taken from The Arab Academy for Banking and Financial science (www.aabfs.org) – Amman – Jordan.

### **Languages**

- Arabic: native language.
- English: good in writing, speaking & reading.

### **Relevant Skills**

- Excellent command of Ms Office
- Working independently & under pressure
- Mature individual with good judge and sense of confidentiality.
- Efficient, well organized& team player
- Driving authorization, own a car

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