



OSAMA KHALEEL ALKHAWAGA

Personal information

Name: Osama Khaleel (Abdellatif) alKhawaga

Date of birth: 15 October 1977

Nationality: Jordanian

Gender: Male

Marital status: Single

Driving license No.: 2/21976

Mobile No.: 00962799459271

Email: osamaalkhawaja@yahoo.com

Education

- 1995 -1999: B.Sc. in ECONOMIC University: The Hashemite University (Zarqa-Jordan)
- 1994-1995: High secondary school certificate (scientific stream) Training Courses
- Feb, 1998 training course excel7.0 / studies center / Hashemite University.
- 10Dec1999 – 10Feb2000 Training course (Typing in computer) Alramz international center .
- 20Jan 2000 – 26Mar2000 Training course (win/word/dos/excel/power point) Alramz international center .
- Program in (HOSPITAL FRONT OFFICE PROCEDURES) Jordan Applied University College of Hospitality and Tourism .

Experience

- 1Feb. 1999-1Oct1999 Job title: Accountant/ Employer: Abdullah Nowefi Company .
- Working in the ministry of education as mathematics teacher for the account of additional education for several times.
- General Department of Statistics as Researcher 2002-2004 .
- Ministry of Health as Secretary/Accountant 29/1/2005 till 10/2/2009 .
- Anwar m.Omran Est., Executive Secretary 1/5/2010 till 1/3/2011
- Petra Diamond Hotel as reservation & reception officer 15/3/2011 till date

Languages

- Fluent Arabic as native language
- Fluent command in English



Skills

- Excellent research capabilities.
- High communication skills and ability to work among a team.
- Experience in preparing formal letters and office documentation and dealing with forgone.
- Strong leadership and managerial skills.
- Excellent Knowledge of computer and internet.

Hobbies

(Reading / Voluntary work / Basketball)

References

Available upon request

[Back to Jordan Highlight](#)