



Emails: a_melkawi@yahoo.com
Mobile: 0786788680 / 0776913924
Abedrahman Khalaf Abedrahman Latayfeh



Objective

Seeking a challenging position in an organization which offers opportunities for career development, and where my expertise can be fully employed.

Education

1994 _ 1998 University of English Literature Jordan

Bachelor of English Literature Major

Public Administration Minor

Professional Experience

Sep 1998 to 2000 in Ministry of Edu in Jordan

As Academic & English Language Teacher.

Oct 2001 to Oct 2008 in Ministry of Education in the K.S.A

As a Academic & English Language Teacher

Aug 1 2008- Till Nov July 2010 HR Coordinator in Rajhi Cement / Jordan,
Human Resources Coordinator in Big Co.

Jan 2011 Till Now HR Director in Raneen Holding Company for Toners, Inks and stationary

Sales Manager

Duties:

- *Recruitment Policies, Interviewing Candidates. Organizational Chart building.*
- *HR Personnel, HR Development and Human Resource MANAGEMENT.*
- *O.T calculations and Vacations analysis.*
- *Training Procedures. Transportation Policies.*
- *CVs scanning and searching activities.*
- *Daily & Monthly Reports including Total HC, Vacations, Overtime Permissions.*
- *Follow up & arranging for meetings, conferences.*
- *Transportation Distribution from and To Plant*



- *Reservation Via Hotels && ticketing.*
- *Translation and interpretation Arabic /English and Vice Versa.*
- *Sales Manager at Raneen Co. Specialise in Stationary Inks,Toners,Printers and computers from May 2011 Till Now.*
- *Sales policy development & future needs expectations.*

Professional Training

- *HRM & HRD..*
- *Personality Analysing Process.*

Computer Skills

- *Microsoft office (Word, Excel, Power Point)*
- *Windows, Internet browsing*
- *Excellent typing skills in English, and Arabic*

Languages

Fluent in Arabic and English.

Strengths

- *Good communication skills.*
- *Self confidence.*
- *Goal Oriented.*
- *Work well in a team.*
- *Troubleshooter.*
- *Work under pressure*



Jordan Highlight
DIRECT SERVICE CENTER

Personal Information

Name: *Abdrahman Khalaf Malkawi.*
Birth Place & Date : *Irbid 4th / Jan/ 1976.*
Gender : *Male.*
Nationality : *Jordanian.*
City of Origin : *Irbid.*
Telephone : *0786788680 / 0776913924.*
Martial status : *Married.*

Interests

Litening and Reading.

References

Presented upon request

I hope the above details will meet with your requirements and you will give due consideration to my request and better response.

*I assure you all my best services at all time.
All Certificates are upon your kind requests*

*Yours Faithfully,
Abdrahman Latayfeh.*

[Back to Jordan Highlight](#)