

Eyad Fayeq Abdel-Rahim Shehadeh



A: personal Information

Date of Birth: 5/5/1967
Place of Birth: Beit-Fourick
Marital Status: Married with three daughters.
Address: P.O.Box 9956 Amman 11191 Jordan
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B: Education

- General Secondary High School Certificate (Scientific Stream)
- Bachelor of Commerce Accountancy and Auditing.
- Master of Arts in Economics.

C: Languages

Arabic (Mother Tongue) and English (Excellent WRS).

D: Other Courses

- Diploma in Business Management.

E: Experiences

- AlSalam Mills Co (dealing with Import - Export of Coffee, Spices and Food Stuff), Zarqa from 1/10/1995/ to 30/4/1997 worked as Assistant Accountant and Administrative Assistant.
- Daoud Tycoons Stores (Agents and Chain Stores of International Men and Women Fashion Brands in Amman – Jordan):
 - 14/5/1997 to 30/12/1999 worked as Administrative Assistant being the key in charge of all secretarial, office management HR jobs.
 - In addition as financial adviser when the need arisen.
 - 1/2/2002 to 27/9/2007 worked as HR and Administrative Manager.
- AlMaraei Food Factory (Affiliated to Hijazi and Gosheh Group of companies) as Secretary to the manager 10/2000 to 1/2001
- Own employment in the field of Translation (English-Arabic).
- Had my own grocery shop as second revenue generator as from 9/2004 to 8/2010

F: Jobs detailed tasks and duties

- Co-ordination and preparation of accounts with colleagues.
- Preparation of and supervising all expenses and revenues.
- Sales and commercial analysis and follow up on a daily basis, including monitoring international trends via several media such as, to mention few, internet – world trade centers' bulletins – news agencies, etc...



- Reporting to the management regarding the activities of the competitors, employees, sales, market fluctuations, and all needed managerial and decision making information.
- Handling all labor and personnel affairs in accordance with the prevailing policies and laws (Labor, Social Security, Income tax, hiring-firing, employee evaluation, job descriptions etc...and all related matters.
- Business trends analysis.
- Media contacts, export-import follow up, document legalization and translation, logistical matters follow-up.
- All secretarial and office management activities.
- Being the liaison between management and employees.

G: Objectives

- Looking for a job that can really give me the chance to explore and express my real talents according to my qualifications and life experiences.
- Improving my living standard by the means of working in a well-known high caliber establishment or firm.

[Back to Jordan Highlight](#)